

## **Deputy Village Clerk and Treasurer Tompkins County**

**Classification:** Exempt

**Labor Grade:** 0

**Approved:** 0

**Revised:** 6/2026

**By:** HB, Deputy Commissioner of Human Resources

### **SUGGESTED MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma with a concentration in business AND two years of office clerical experience preferably in a municipal office dealing with the public and working with cash transactions.

### **NOTE:**

This is an appointed position and length of term is specific to the hiring agency.

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a responsible clerical position that assists the Village Clerk /Village Treasurer in carrying out the administrative duties and responsibilities of the office. The incumbent is appointed by and approved by the Village Board who fix the powers and duties of the position, which may be the full powers and duties of the Village Clerk / Village Treasurer or may be limited to certain specified areas. The work is performed under the general direction of the Village Clerk / Village Treasurer.

Considerable leeway is permitted for the exercise of independent judgment when carrying out the details of the work. Supervision **may** be exercised over a small number of clerical staff. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

- May be required to act for and in place of the Village Clerk / Village Treasurer in their absence;
- Answers various inquiries from Village residents and other municipal offices, answers incoming telephone calls and directs them to appropriate departments;
- Assists with the maintenance of files, contracts, easements, and the records management program and archives;
- Assists with mailings, typing and copying;
- Assists in completing reports and documentation;
- Assist in entering and maintaining data and generating reports
- May upload files and data to the website
- Assists with Village Board meeting preparation, Village Newsletters, and elections.
- May Assist with dog enumeration;
- Attends Village Board, Planning Board, Zoning Board and other meetings as requested and produces minutes in the absence of and/or for the Village Clerk;
- Collects permit fees and other miscellaneous fees and charges payable to the Village;
- May be required to maintain accounts payable/receivable and to account for funds;
- Collects water and sewer billings;
- Assists with banking activities including deposits, transfers, and monthly reconciliations;
- Research water and sewer billing problems and acts as liaison;
- May substitute for the Village Clerk and/or Village Treasurer when necessary;

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of office terminology and procedures;
- Good knowledge of business arithmetic and English;
- Ability to understand and carry out oral and written instructions;
- Ability to compose reports and maintain records;
- Ability to manage interruptions, shifting priorities, and occasional deadlines while maintaining effective communication with staff, officials, and the public.
- Strong interpersonal skills are needed to verify information and explain applicable regulations.
- Ability to deal tactfully and courteously with boards, committees, residents and other agencies;
- Ability to maintain confidentiality;
- Ability to obtain a Notary Public license;
- Ability to operate a typewriter, personal computer, and calculator with an emphasis on accuracy over speed;
- Knowledge of word processing and spreadsheet programs;
- Possession of integrity and honesty;
- Knowledge of municipal government
- Physical condition commensurate with the demands of the position;

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