

TOMPKINS COUNTY CIVIL SERVICE VACANCY

Inclusion Through Diversity



OPEN TO THE PUBLIC

Tompkins County Personnel Office
125 E. Court Street
Ithaca, NY 14850
(607) 274-5526

Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply

TITLE: Deputy Village Clerk - Duties Statement

SALARY: \$32,000 to \$38,000 depending on experience.

LOCATION: Village of Cayuga Heights

TYPE OF EMPLOYMENT: Full-time Exempt Class Appointment

ISSUE DATE: 01/04/17

THE FINAL DATE TO FILE APPLICATIONS: 02/05/17

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 01/29/17

RESIDENCY: : Candidates must have been legal residents of Tompkins County or one of the six adjoining counties (Cayuga, Chemung, Cortland, Schuyler, Seneca, Tioga) for at least one month immediately preceding the date of application and maintain residency. For Examinations: The eligible list resulting from the examination will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under section 23-4-a. of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least one month prior to appointment. After the names of residents have been exhausted, Tompkins County must then certify the names of non-residents on the list.

LOCATION OF POSITIONS/VACANCIES:

There is currently one full-time Exempt Class (no civil service test) opportunity available in the Village of Cayuga Heights. The starting salary depends on candidate's experience. Work hours are Monday – Friday, 8:30 am to 4:30 pm with 1 hour lunch midday. Attendance at evening Zoning Board Meetings and Planning Board Meetings most months to take minutes is also required.

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.

DISTINGUISHING FEATURES OF THE CLASS:

This position assists the Village Clerk in carrying out the administrative duties and responsibilities of the office. The incumbent is appointed by the Village Clerk and approved by the Village Board who fixes the powers and duties of the position. The Deputy Village Clerk is to act for, and in place of, the Village Clerk in his/her absence. Appointment is a two-year term commencing the first day of January next succeeding the next biennial Village election. The work is performed under the general supervision of the Village Clerk permitting leeway for the exercise of independent judgment in carrying out the details of the work. Depending upon the location, supervision may be exercised over a small number of clerical staff. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Will have the power and authority to act for, and in the place of, the Village Clerk in his/her absence;
- Answers various inquiries from Village residents and other municipal offices, answers incoming telephone calls and directs them to appropriate departments;
- May issue marriage, dog, hunting, fishing and other licenses/permits and related documents and transcripts;
- 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;
- Assists with Village Board meeting preparation, Village Newsletters, elections, and dog enumeration;
- May attend 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;
- Collects water and sewer billings, makes deposits and assists Accounting office with reconciliation;
- May research water and sewer billing problems and acts as liaison;
- May collect permit fees and other miscellaneous fees and charges payable to the town;
- The incumbent will perform all other related duties as required.

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 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;
- Knowledge of word processing and spreadsheet programs;
- Knowledge of the Town to which appointed and Tompkins County area;
- Possession of integrity and honesty;
- Physical condition commensurate with the demands of the position;
- Ability to obtain bond desirable;
- Knowledge of municipal government desirable;
- Elector of the Village desirable.

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FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Personnel at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Personnel Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE: When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Personnel Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS: If special arrangements for testing are required, please indicate this on your application.

ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.ã-

BACKGROUND INVESTIGATION: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850