



Jurisdiction Class: Non-Competitive (Part-Time)
Civil Division: All Villages
Adopted by YCCSC: 5/8/1991
Revised by PO: 5/28/2014
Revised by PO: 12/16/2021

DEPUTY VILLAGE CLERK

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for performing a variety of duties necessary for the efficient operation of the Village Office, in accordance with Village Law, and other applicable Laws. Incumbent may perform work typically performed by the Village Clerk-Treasurer in his/her absence, as needed. Work is performed subject to the direction and control of the Mayor, or his/her designee, with leeway allowed for the exercise of independent judgment in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative)

Responsible for all aspects of the water billing function, including: data entry, preparation of water system bills, distribution of bills to the water system customers, collection of payments and issuance of receipts, and other related activities;
Maintains personnel records;
May assist in the preparation and electronic or other method of entry of payroll data, including payroll deductions, and maintenance of payroll records for each employee;
Attends Zoning Board, Planning Board, and other meetings, and may perform related work;
Prepares a variety of periodic reports regarding health insurance, retirement system, unemployment insurance, Workers' Compensation, and other reports as requested;
May verify and sends payments to health insurance carrier or other entity;
Enrolls employees in health insurance program, retirement system, and any other plans, programs, or benefits;
Processes applications and issues licenses, permits, and tax searches; and may issue building and demolition permits;
May index and file deeds, contracts, insurance policies and other legal instruments;
Responsible for preparing a variety of correspondence and reports;
Maintains an accurate recordkeeping system, including the maintenance of files, records, and correspondence;
May issue bingo and games of chance licenses, collect fees, and prepare reports as required;
May perform work related to the administration of collective bargaining agreements;
Reconciles bank accounts, checks vouchers and invoices for accuracy and completeness, maintains records of monies received, and other various account keeping activities;
Maintains inventory of office supplies;
Assists in the preparation of budget, tax collection, and year-end reports;
Answers questions from the public and provides information as needed;
Performs a wide variety of routine clerical duties;
Performs other duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of standard office procedures, terminology, procedures and equipment;
Good knowledge of the methods and procedures of processing and preparing payrolls;
Good knowledge of the principles, practices and techniques of administering a variety of employee benefit programs;
Good knowledge of personnel administration and labor relations; and the ability to read and understand applicable state, federal, and local laws;
Working knowledge of the organization and operation of Village Government;
Good analytical, organizational, and problem solving abilities;
Ability to comply with privacy laws and all practices related to the safekeeping of Village, employee, and resident information;
Ability to analyze and organize data and prepare accurate records and reports;
Ability to communicate effectively both orally and in writing, and to understand and follow oral and written directions;
Ability to efficiently operate a personal computer, utilize common office software programs, and learn proprietary software applications;
Ability to interact with customers, co-workers, and the general public in a professional and courteous manner at all times.

MINIMUM QUALIFICATIONS:

- a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree or higher in Business Administration, Accounting, or closely related field; AND one (1) year of full-time (or part-time equivalent) professional work experience involving personnel administration, benefit administration, payroll, and/or business office administration; and which shall have involved the use of a personal computer and common office software programs; OR
- b) Graduation from high school or possession of a high school equivalency diploma; AND three (3) years of experience as described in (a) above.