

## **Village of Dundee – Job Opportunity**

### **Deputy Village Clerk-Treasurer:**

- \$22.00 per hour
- 35 hours a week, Monday- Friday
- Benefits include:
  - NYS Retirement
  - Deferred Compensation
  - Medical Insurance
  - Paid leave and Holidays.



Jurisdiction Class: Non-Competitive (Part-Time)  
Competitive (Full-Time)  
Civil Division: All Villages  
Adopted by YCCSC: 05/08/1991  
Revised by PO: 05/28/2014  
Revised by HR: 04/14/2026

## **DEPUTY VILLAGE CLERK**

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

The work involves responsibility for performing a variety of clerical, recordkeeping, customer service, and administrative support duties necessary for the efficient operation of a Village office in accordance with Village Law, local resolutions, and established procedures. The incumbent assists with the work of the Village Clerk and, where specifically assigned, may also provide administrative support related to other Village office functions such as utility billing, payroll processing support, benefit recordkeeping, accounts maintenance, tax collection support, or meeting administration. The position does not, by virtue of title alone, carry the general statutory powers or duties of the Village Clerk or Village Treasurer; rather, assigned duties are performed under the direction of the Mayor, Village Clerk, Treasurer, or other authorized 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)**

Provides information to the public in person, by telephone, and by electronic communication, and responds to routine inquiries regarding Village services, forms, schedules, fees, and procedures;  
Receives, reviews, processes, and maintains applications, permits, licenses, claims, notices, tax searches, and other documents in accordance with established procedures;  
Prepares, types, scans, indexes, files, and maintains records, correspondence, reports, logs, and other official Village documents;  
Assists with meeting preparation by assembling agendas and packets, preparing notices, attending meetings, taking or transcribing minutes, and maintaining related records as assigned;  
Receives payments, issues receipts, balances daily transactions, prepares deposits or transmittals, and maintains related account or cash receipt records in accordance with established procedures;  
Assists with utility billing and other routine account-keeping activities, including data entry, bill preparation, adjustments authorized by policy or supervisor direction, and record maintenance;  
Assists with payroll processing support functions, including gathering and entering payroll-related data, maintaining payroll records, processing deduction changes, and preparing routine reports as assigned;  
Maintains personnel, benefit, and other confidential records and may assist with enrollment forms, required notices, and related reporting under established procedures;  
Assists with vouchers, claims, abstracts, reconciliations, budget worksheets, tax collection records, and year-end reporting support functions as assigned;  
Maintains indexed records of resolutions, local laws, notices, and other documents required by law, policy, or local practice;  
Orders and maintains office supplies and assists with general office organization and workflow;  
Uses personal computers and office software to create documents, maintain databases and spreadsheets, and operate proprietary municipal software systems;  
Performs other duties as assigned.

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

Good knowledge of standard office terminology, procedures, recordkeeping systems, and office equipment;  
Good knowledge of customer service practices and the ability to deal effectively with the public, municipal officials, employees, and outside agencies;  
Working knowledge of Village Law and local procedures as they relate to assigned clerical, recordkeeping, permitting, meeting support, and related Village office functions;  
Working knowledge of account-keeping, utility billing, payroll support, and benefit or personnel record maintenance practices when such duties are assigned;  
Ability to maintain accurate files, records, accounts, and reports;  
Ability to read, understand, and apply written policies, procedures, laws, and regulations to assigned duties;  
Ability to use a personal computer and common office software programs, and to learn proprietary municipal software applications;  
Ability to prepare routine correspondence, minutes, reports, and other written materials clearly and accurately;

Ability to handle confidential and sensitive information with discretion;  
Ability to organize work, manage multiple assignments, and meet deadlines;  
Good judgment, accuracy, initiative, tact, and professionalism.

**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.

**SPECIAL REQUIREMENTS:**

- a) Must possess a valid NYS Driver's License at the time of appointment and must maintain said license in good standing throughout employment in the position; AND
- b) Notary Public Certification is preferred but not required at the time of appointment. The incumbent must obtain the certification within one (1) year of being appointed.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee."