DEPUTY VILLAGE CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible public officer position involving ministerial and clerical work of a moderately complex nature concerned with the custody of records, books and papers of a Village, as specified in Section 4-402 and elsewhere of the New York State Village Law, in the absence of the Village Clerk. When the Village Clerk is in attendance, persons in this class may assist generally in the work of the office. The term of office is one official year, or remaining portion thereof, such term commencing at noon on the first Monday in the month following the date of the general village election or the date such election would have been held had elections been held annually. The work is performed under the general direction of the Village Clerk. Supervision may be exercised over a small number of clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES:
Acts as Village Clerk in the absence of the Clerk;
Receives applications and documents and gives advice regarding such filings;
Indexes, files, records and reproduces documents;
Computes and receives filing and recording fees and balances accounts;
Prepares reports of a routine but moderately complex nature;
Reproduces and distributes official transcripts.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Good knowledge of the laws and statutes concerned with the office of the Village Clerk; working knowledge of office procedures and equipment; ability to maintain accurate files and records; ability to establish and maintain good relations with others.

MINIMUM QUALIFICATIONS: Qualifications are determined by the appointing authority, the Mayor of the Village, unless delegated.

PUBLIC OFFICER:
As a Public Officer one must be at least 18 years of age, a citizen of the United States, a resident of the municipality in which employed, and must not have been convicted of a violation of selective training and service acts of the United States.

R.C.D.P.   (01.11.1980)   05.12.2015
Exempt