

DEPUTY TOWN CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is diversified work involving responsibility, administration and performance for the office of the Town Clerk. In the absence of the Town Clerk, this may include issuance of various licenses and permits; recording of official filings; recording of Town Board meetings and proceedings; custody of records, books and papers of a Town as specified in §30 of New York State Town Law. When the Town Clerk is in attendance, persons in this class shall generally assist in the work of the office. Duties are performed in accordance with various laws governing specific activities. This position permits latitude for independent judgment and action in the planning, developing, administration and supervision of projects and activities of considerable importance. Work is performed under the general direction of the Town Clerk. Employment is by law at the pleasure of the Town Clerk. Supervision may be exercised over a small number of clerical employees. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists with supervision of Town Clerk staff including part-time temporary employees;

Participates in the issuance of various permits and licenses as agent for the Town, including collection of fees;

Researches and disseminates information requested by the general public and town officials for legal and administrative purposes;

Assists in coordination of freedom of information requests in the manner prescribed by law;

Assists with budget request preparation and adopted budget administration for Town Clerk's office;

Assists with preparation of annual budget revenue reports and forecasts;

Assists with registration and certification of births and deaths including correction affidavits and acknowledgment of paternity and issuance of burial permits as prescribed by the New York State Department of Health;

Assists with coordination of election activities with County Board of Elections, including updates to Town Election District Maps and securing polling locations;

Computes and receives filing and recording fees and balances accounts;

Reproduces and distributes official transcripts;

May perform Town special election/referendum duties;

May prepare daily, monthly, annual and financial reports, including disbursement of revenues to appropriate agencies;

May assist with purchasing office related equipment, supplies and materials;

DEPUTY TOWN CLERK (cont'd)

May receive applications and documents and give advice regarding such filings;

Indexes, files, records and reproduces documents;

May plan, develop and administer all record management projects, including grant applications and specifications, record management policies and procedures for Town Board adoption;

May plan and supervise department record inventories, record storage center, mimeographs and new technology including record automation and selection and purchase of storage medium;

May advise and coordinate record activities with town departments for all active/inactive permanent vital and historical town records;

May serve as Chairman to Records Advisory Board and advise departments on records, law and procedure;

Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the laws and statutes concerned with the Office of the Town Clerk; good knowledge of office procedures and equipment; good knowledge of Town and Records Management procedures; ability to maintain accurate files and records; ability to plan, direct, supervise and perform projects and office activities; clerical aptitude; high degree of accuracy; good judgment; initiative.

MINIMUM QUALIFICATIONS:

Qualifications other than those specified in Public Officers Law §3 shall be determined by the appointing authority.