

DEPUTY VILLAGE CLERK/TREASURER

DISTINGUISHING FEATURES OF THE CLASS: This is responsible clerical work of a complex nature which calls for the exercise of mature judgment in carrying out village policies and legally required procedures. Work is performed under the supervision of the Village Clerk/Treasurer, in accordance with Village Law. The work may involve taking minutes of evening meetings of several village boards. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Opens and distributes mail;
Gives information to the public in person and over the telephone;
Prepares and keeps records of village employees;
Receives, records and deposits monies paid to the village;
Assists in maintaining village accounts;
Assists in the preparation of the budget and tax roll;
May take and transcribe minutes of meetings of several village boards;
May take and transcribe correspondence;
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.

MINIMUM QUALIFICATIONS:

Qualifications determined by appointing authority.