

DEPUTY VILLAGE CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is responsible clerical work of a moderately complex nature involving responsibility for assisting the Village Clerk with the variety of duties required by Village Law. In addition, the incumbent of this position acts in place of the Village Clerk in his/her absence. Work is performed under the general direction of the Village Clerk and supervision may be exercised over a small number of employees. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)  
Assists in maintaining the books, records, papers and Corporate Seal of the village;  
Assists in maintaining an indexed record of all village ordinances;  
Maintains records of complaints;  
Performs a variety of routine clerical duties;  
May prepare and mail tax bills and collect taxes and assessments;  
May prepare correspondence and assist in the preparation of a variety of reports;  
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:

To be determined by the appointing authority.