

VILLAGE CLERK/TREASURER

DISTINGUISHING FEATURES OF THE CLASS: This is technical administrative work of a difficult nature involving responsibility for a variety of duties as enumerated in Village Law, including custody of all village monies and keeping accounts of receipts and expenditures as enumerated in Village Law. The offices of Village Clerk and Village Treasurer are consolidated as permitted in Village Law. Work is performed under general direction of the Village Board of Trustees and the Mayor and supervision may be exercised over a small number of employees. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Maintains the books, records, papers and Corporate Seal of the village;
Acts as clerk to the Board of Trustees;
Receives and disburses monies paid to the village;
Maintains village accounts;
Collects taxes;
Maintains an indexed record of all village ordinances and records of complaints;
Prepares a variety of reports on the financial affairs of the village;
Maintains files including those relating to the fiscal transactions of the village
Replies to correspondence;
Performs related duties as directed by Village Board.

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.

APPOINTMENT ELIGIBILITY NOTE:

Per New York State Village Law §3-300, no person shall be eligible to be appointed to hold any village office who is not a village resident.