

DEPUTY VILLAGE CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is work involving responsibility for assisting the village clerk in administrative work covering the many transactions required by village law and by the action of the Board of Trustees.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Draws vouchers for payrolls;

Collects corporation taxes;

Collects water bills;

Files records and papers;

Answers correspondence.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Some knowledge of village law and procedures; some knowledge of office terminology, procedures and equipment; reasonable knowledge of business arithmetic and English; ability to understand oral and written directions; clerical aptitude; and mental alertness.

MINIMUM QUALIFICATIONS:

- (A) One (1) year of clerical experience and completion of a standard high school course; or
- (B) Any equivalent combination of experience and training sufficient to indicate ability to do the work.

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Last Reviewed:

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

Revised and Replaced in Classplan: 1/30/2023