

DEPUTY VILLAGE CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is responsible administrative work requiring the incumbent to assist the Village Clerk in all areas of responsibility as mandated by law and by action of the Board of Trustees. While much latitude is provided for independent action, direction and supervision of the work is maintained by the Village Clerk. This position may act for and on behalf of the Village Clerk during his or her absence or inability to act. Supervision may be exercised over other village employees assigned to the Village Clerk's Office. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Issues licenses and permits;

Collects and records license and permit fees;

Assists in the custody of all records and books of the Village;

Answers correspondence;

Performs secretarial work and other clerical duties, as assigned;

Posts legal notices;

Assists in the preparation and collating of budget materials;

Assists in the supervision of village elections;

May purchase supplies and equipment for the Village;

Attends meetings of the Board of Trustees to present village business, as necessary;

Receives and pays, after approval, bills of the village;

Acts for and on behalf of the Village Clerk in his or her absence or inability to act;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Knowledge of village laws and procedures; ability to assist in organizing and administering a variety of activities; skill in performing clerical operations; dependability; honesty; ability to get along well with others; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; sound judgment; physical condition commensurate with the duties of the position.

DESIRED ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) Graduation from high school or possession of a high school equivalency diploma and two (2) years of responsible administrative or supervisory work experience; or (b) a satisfactory equivalent combination of training and experience sufficient to indicate ability to do the work.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.