

VILLAGE CLERK

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Board of Trustees and the direct supervision of the Village Manager, or the Village Administrator if provided for in local law, the incumbent of this class is responsible for the administration of Village business. This is responsible work, requiring considerable independent judgment and discretion, covering the many business transactions required by Village Law and by action of the Board of Trustees. General overall supervision of Village functions is exercised under the Board of Trustees to whom the Village Clerk is directly responsible. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Attends all meetings of the Board of Trustees to present Village business;

Records all actions of the Board of Trustees;

Issues licenses and permits;

Collects and records license and permit fees;

Keeps all records and the seal of the Village;

Answers correspondence;

Posts all legal notices;

Serves as assessor, tax collector and registrar of vital statistics if necessary;

Assists in the preparation of budget estimates;

Purchases supplies and equipment for the Village;

Receives and pays, after approval, bills of the Village.

DESIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Extensive knowledge of Village Law and procedures; ability to organize and administer a variety of activities; accuracy; dependability; honesty; sound judgment; ability to get along well with others; tact; courtesy; physical condition commensurate with the duties of the position.

DESIRED MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) graduation from a standard high school course or possession of a high school equivalency diploma and four (4) years of business experience in an administrative or supervisory capacity; or (b) a satisfactory equivalent combination of the foregoing training and experience.