

## Job Title

Deputy Clerk, Village of Scottsville

## Job Description

Under the direction of the Clerk-Treasurer the position coordinates all aspects of the Village's main Offices. And is responsible for assisting in the administration of elections, business licensing and record keeping of the Village. Work is performed in an office setting, approx. 20 hours per week.

## Duties & Responsibilities

- Assists in the day-to-day operations of the Clerk-Treasurer's office
- Answer phones, assist callers. Supply residents with building permits, zoning & site plan review applications. Open and process and/or distribute mail. Take mail to post office. Receive and process resident complaints.
- Prepare, bill & mail out tax searches.
- Process park reservations and Maintain calendar
- Maintain meetings calendar & update website.
- Update & maintain 911 list & garbage container list.
- Process Workers' Compensation & New York State Disability claims.
- General clerical duties, i.e. maintain department phone listings, copy documents for distribution.
- Collect revenues & process payments. Maintain & prove cash drawer, make deposits at bank. Make General Journal entries to post payments & maintain revenue files.
- Provide aid in administration of local elections
- Assist in the administration of New York State licensing for the Village.
- Preparation of agendas, minutes and public notices.
- Assist Village Clerk-Treasurer as necessary.
- Collection of village taxes during tax season
- Must be flexible with work hours
- Secretary to Planning and Zoning Boards; some evening hours will be required; attend Board meetings, prepare minutes as needed
- Provide administrative support for the Code Enforcement Officer and DPW
- Performs other duties as circumstances may require at the discretion of the Clerk-Treasurer.
- Deputy to Clerk-Treasurer; Process monthly accounts payable vouchers & mail payments to vendors. Process bi-weekly payroll, monthly retirement reports, & quarterly & yearly payroll reports. Maintain attendance records. Process requests from the NYS Retirement System re: prior employment & payroll data. Meet with new employees & process their payroll forms.
- Perform administrative tasks for Village Trustees if needed

## Qualifications

- Associates Degree or Two (2) years of office administration/assistant, clerical or equivalent work experience
- Minimum two years' professional experience in a municipal government desired

### Knowledge, Skills, and Abilities

- Must possess a willingness to learn and adapt to constant changes in the workplace through the use and training in software, policies, equipment and Internet research
- Ability to work independently and with limited direction and attention to detail and time sensitivity
- Driving may be required; must have reliable transportation; must possess a valid NYS Driver's License
- Exceptional communication skills, electronic, oral and written
- Maintain confidentiality of sensitive information including but not limited to personnel and financial matters
- Proficient in Microsoft Office programs
- Comfortable working with government agencies and offices
- Must demonstrate experience working in participatory and collaborative environments and must be able to effectively communicate while working in a team environment.
- Exceptional customer services skills with a focus on internal and external customers equally
- Ability to work in a small office environment
- Must be punctual, come prepared to work and have an excellent attendance record.

### Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Work Demands

Hand-eye coordination is necessary to operate various pieces of office equipment. Specific vision abilities required by this job include vision and the ability to adjust focus. While performing the duties of this job the employee is occasionally required to:

- Stand, walk, sit, stoop, kneel, crouch and crawl.
- Climb, balance, bend, twist and reach.
- Feel, talk and hear (normal range in normal office environment, corrected or uncorrected).
- Lift, carry, push/pull up to 25 pounds.

All positions in the Village of Scottsville will be filled according to the Equal Rights Act with no discrimination shown by race, religion, color, sex, age, national origin, or disability.

Completed applications along with a resume, cover letter and salary requirements may be emailed; [scottsville@scottsvilleny.org](mailto:scottsville@scottsvilleny.org) or mailed to the Village Office; Village of Scottsville, 22 Main Street, Suite 3, Scottsville, NY 14546

Applications may also be dropped off at the Village Office; Monday through Friday between the hours of 9:00am and 5:00pm.

All applicants must be residents of Monroe County; pre-employment background checks and drug screening required.

This position is an appointed position and serves at the discretion of the Village Board of Trustees. Please apply only if you meet the requirements listed above.