

## **DEPUTY VILLAGE CLERK AND TREASURER (Village of Owego)**

**DEPARTMENT:** Village of Owego  
**CLASSIFICATION:** Exempt  
**SALARY:** Determined by Jurisdiction  
**ADOPTED:** 3/02; Revised 3/08, Tioga Co. Personnel & Civil Service

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for performing duties related to the provision of required services and activities in the Village Clerk's Office. The Deputy is authorized to act generally for and in place of the Village Clerk-Treasurer and oversees the delivery of services and proper processing of official documents and papers that must be recorded. Accuracy of work and attention to detail are of major significance and utmost importance. General supervision is exercised over this position by the Village Clerk-Treasurer. Does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Assists the public in locating files, answering questions, determining needs, and making referrals;
- Assists with distributing daily mail;
- Works with assessment rolls, tax rolls and notices;
- Records and maintains fixed asset files;
- Deposits monies collected by the Clerk's office;
- Issues and records all permits;
- Assists in preparation of annual budgets;
- Prepares agendas for Village meetings and schedules Village events;
- Cross-trains for preparing and issuing payroll and other duties as requested;
- Performs all other duties and functions of the Clerk's office as requested by or in the absence of the Village Clerk-Treasurer.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:** Good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; good knowledge of procedure applicable to the efficient functioning of the Village Clerk's office including technologic literacy; good knowledge of account-keeping practices, including municipal accounting; ; ability to establish and maintain good interpersonal working relations; ability to exercise good judgment; ability to understand and carry out oral and written instructions; ability to interpret policies of the Village, State and County; tact; courtesy; physical condition commensurate with the demands of the position.

### **PREFERRED QUALIFICATIONS (Either):**

- (a) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in accounting, business administration, public administration or a related field AND two (2) years of full-time paid accounting experience, or its part-time equivalent; OR
- (b) Graduation from a regionally accredited or New York State registered college or university with an associate's degree in accounting, business administration, public administration or a related field AND four (4) years of full-time paid accounting experience, or its part-time equivalent; OR
- (c) Graduation from high school or possession of a high school equivalency diploma AND completion of at least twelve (12) credit hours in accounting from a regionally accredited or New York State registered college or university and six (6) years of full-time paid accounting experience, or its part-time equivalent; OR
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b), or (c) above.