

DEPARTMENT: VILLAGES
CLASSIFICATION: EXEMPT
APPROVED: Revised - 11/30/70

VILLAGE CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is responsible administrative working covering the many business transactions required by village law and by the action of the Board of Trustees. General overall supervision of village functions is exercised under the Board of Trustees to whom the clerk is directly responsible. Considerable judgment and discretion is permitted employees in this class. Is responsible for the administration of village business under supervision of the Board of Trustees. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Attends all meetings of the Board of Trustees to present village business.
2. Records actions of the Board of Trustees.
3. Receives and pays, after approval, bills of the village.
4. Issues licenses
5. Keeps all records and the seal of the village.
6. Answers all correspondence.
7. Posts all legal notices.
8. Files records and papers.
9. Prepares and mails water bills.
10. Prepares assessment rolls and figures tax.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Extensive knowledge of village law and procedures; ability to organize and administer a variety of activities; accuracy; dependability; honesty; ability to get along well with others and sound judgment. Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Where elected need not apply.

AND: 1. Graduation from high school or possession of a New York State Equivalency diploma. Four (4) years of responsible administrative or supervisory experience in a modern business concern;

OR: 2. Any equivalent combination of experience and training sufficient to indicate ability to do the work.