

DEPUTY CLERK DUTIES AND RESPONSIBILITIES

- Assist with preparation of Annual Budget with Treasurer
- Enter readings, calculate billings and distribute water/sewer bills to Village residents and Town of Champlain quarterly.
- Collect payments for Village services and prepay bank deposits.
- Prepare monthly abstract for approval of payment by Board of Trustees
- Take and prepare minutes for monthly board meetings, Zoning Board meetings and Planning Board meetings. Notice Public Hearings as required.
- Schedule and plan Zoning Board of Appeals meetings and Planning Board meetings.
- Prepare for Village Elections following required noticing and timelines.
- Maintain Fixed Assets Inventory
- Balance bank statements monthly
- Handle requests for Handicapped Parking tags and maintain inventory of tags.
- Submit annual CDL query for DPW drivers
- Maintain schedule for Records Retention and Destruction
- Coordinate mailing of Village tax bills to residents and escrow companies. Collect taxes and maintain records of late notices and re-levy of taxes to the County.
- Review and submit annual water report to Dept. of Health.
- Manage drug testing schedule for employees
- Answer phone calls, take messages and redirect calls.
- Prepare and submit approved Local Laws to the NYS Dept of State
- Assist with payroll bi-monthly, track employees sick and vacation time and submit annual payroll certifications.

MINIMUM QUALIFICATIONS

- Graduation from High School or possession of a high school equivalency diploma.
- Clerical office experience

KNOWLEDGE, SKILLS, ABILITIES

- Working knowledge of office terminology, procedures and equipment
- Working knowledge of business arithmetic.
- Good communication skills with coworkers and with the public.
- Ability to operate computer and proficiency in Word and Excel documents.