



22 Main Street, Suite 3, Scottsville, New York 14546
585-889-6050 Fax: 585-889-2505 www.scottsvilleny.org

Job Title: Deputy Clerk

Job Description

Under the direction of the Village Clerk, the position coordinates all aspects of the Village Main Office. Work is performed in an office setting, approximately 15 hours a week at a pay rate of \$16.00 per hour.

Duties and Responsibilities

- Assist in the day to day operations of the Clerk's Office
- Answer phones, assist callers. Supply residents with building permits, zoning and site plan review applications. Open and distribute mail. Take mail to the post office. Receive and process resident complaints.
- Prepare, bill and mail tax searches.
- Process park reservations and maintain calendar
- Maintain meetings calendar and update the website.
- Process Workers' Compensation and New York State Disability claims
- General clerical duties
- Collect revenue and process payments. Maintain and prove cash drawer, make deposits at bank, make general journal entries to post payments and maintain revenue files
- Assist in the administration of New York State licensing for the Village.
- Preparation of agendas, minutes and public notices
- Assist Village Clerk and Treasurer as needed
- Collection of Village taxes
- Must be flexible with work hours
- Secretary to Planning Board and Zoning Board of Appeals; prepare minutes and attend monthly evening Board meetings and as needed
- Provide administrative support for the Code Enforcement Officer and DPW
- Perform other duties as circumstances may require at the discretion of the Clerk and Treasurer
- Perform administrative tasks for the Village Trustees as needed

Qualifications

Associate Degree or two 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 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 service 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: villageclerk@scottsvilleny.org or mailed to the Village Office; Village of Scottsville, 22 Main St., Ste. 3, Scottsville, NY 14546.

Applications may also be dropped off at the Village Office; Monday 8:00 am – 4:00 pm and 6:00 pm – 8:00 pm, Tuesday – Thursday 8:00 am – 4:00 pm and Friday 8:00 am – 1:00 pm.

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.