



# TOWN OF VIRGIL

## DEPUTY TOWN CLERK

**DISTINGUISHING FEATURES OF THE CLASS:** This is routine clerical work involving responsibility for performing a variety of unrelated tasks in connection with the proceeding of the Town Board and the operation of Town Government. Work is performed under the general direction of the Town Clerk with some leeway for the use of independent judgment in carrying out details of the work.

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

Assumes the duties of the Town Clerk during the absence of or at the pleasure of the Town Clerk;

Prepares materials for meetings of the Town Board, Planning Board, and Zoning Board, may attend meetings, records proceedings, and maintains records;

Indexes and files deeds, contracts, insurance policies and other legal instruments;

Issues and files state and town licenses and permits such as hunting and fishing, marriage, dog, transfer station, death, birth, etc.;

Processes certified death, marriage, and birth certificate requests;

Maintains dog license records using an Excel database;

Answers questions for the public concerning procedures of the Town Clerk's Office and provides information about ordinances adopted by the Town Board;

Collects water and sewer bills and may issue receipts;

Collects taxes and issues receipts;

Prepares deposits for Town Clerk, Water & Sewer, and Tax Collector accounts;

Generates payment vouchers monthly for Town Board meeting;

Processes mail and certified mail returns;

Maintains check register for Town Clerk, Water & Sewer, Tax Collector, and DECALS accounts

Collects building permit fees for Town of Virgil and Town of Harford;

Prepares dog license and transfer station notices monthly and mails them;

Performs a variety of clerical duties, including, but not limited to answering phone calls, creating, and maintaining files; typing, copying, filing, and faxing documents

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

A working knowledge of office terminology, procedures, and equipment; working knowledge of the organization and operation of Town Government; working knowledge of business arithmetic and English; ability to maintain records and prepare reports; ability to deal efficiently with the public; clerical aptitude; accuracy; dependability; good physical condition. Computer skills are critical and should include mastery of Microsoft Office (Excel and Word especially)

### **MINIMUM QUALIFICATIONS:**

Since the position of Deputy Town Clerk is in the exempt class, there are no minimum requirements. However, it is suggested that appointees be high school graduated and have had at least one year of satisfactory clerical experience.