

DEPUTY TOWN CLERK

Code No.: 6-04-016

EXEMPT

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible clerical position in which the incumbent assists the Town Clerk in issuing and recording licenses, permits and applications, as well as maintaining financial records and accounts. The Deputy Town Clerk resumes the duties of the Town Clerk in his/her absence. The work is performed under general supervision of the Town Clerk. General supervision may be exercised over clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Issues hunting, fishing, conservation and trapping licenses;

Issues marriage licenses;

Issues dog licenses and permits required for other purposes by the town;

Prepares audits and reports;

Assists in the keeping of records covering monies received by the Town Clerk's Office;

Acts as office manager in the absence of the Town Clerk;

May issue permits or take reservations for assemblies and for the use of Town facilities;

May notarize papers and documents;

May attend Town Board meetings in the absence of Town Clerk and keep required records of proceedings;

May attend Planning, Zoning and Conservation Board meetings in order to record proceedings;

May accept applications for Zoning Board of Appeals and subdivisions;

May accept applications for Building Permits;

May maintain and follow up on all Building Department records;

May maintain and release against Letters of Credit for developers within the Town;

May have responsibility for placing legal notices in newspapers;

May issue Handicapped Parking Permits;

May assist in the election process placing equipment, vouchers;

May prepare and code Town vouchers and type abstracts for audit by Town Board.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of office and clerical procedures; good knowledge of state and local laws relating to the issuance of a variety of licenses and permits; good knowledge of the duties and responsibilities of the office of Town Clerk; clerical and organizational ability; ability to account for fees and receipts collected; mathematical ability; record keeping ability; ability to prepare reports; ability to express ideas clearly, both orally and in writing; ability to communicate positively with Public Sector; supervisory ability; reliability; dependability; cooperativeness; integrity; health commensurate with the demands of the position.

SPECIAL REQUIREMENTS: Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: September 10, 1970

REVISED: August 11, 1983