

DEPUTY TOWN CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible public officer position involving clerical work of a moderately complex nature concerned with the custody of records, books and papers of a town, as specified in Section 30 of the New York State Town Law, in the absence of the Town Clerk. When the Town Clerk is in attendance, persons in this class may assist generally in the work of the office. The work is performed under the general direction of the Town Clerk and duration of employment is at the pleasure of the Town Clerk. Supervision may be exercised over a small number of clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Receives applications and documents and gives advice regarding such filings;
Indexes, files, records and reproduces documents;
Computes and receives filing and recording fees and balances accounts;
Prepares reports of a routine but moderately complex nature;
Reproduces and distributes official transcripts.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the laws and statutes concerned with the office of the Town Clerk;
working knowledge of office procedures and equipment; ability to maintain accurate files and records.

MINIMUM QUALIFICATIONS: Qualifications are determined by the appointing authority.
(Subdivision 10, Section 30, Town Law)

PUBLIC OFFICER: As a Public Officer, one must be at least 18 years of age, a citizen of the United States, a resident of the municipality in which employed and must not have been convicted of a violation of selective training and service acts of the United States.