

Civil Division: Villages
Jurisdictional Class: Exempt
EEO Category: Administrative Support
Adopted: 01/30/2018

DEPUTY VILLAGE CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is responsible work calling for exercise of mature business judgment in carrying out an established clerical routine. The incumbent receives administrative supervision from the Village Mayor and director supervision from the Village Clerk. Supervision of others is not a function of this class. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)
Entering invoices for payment;
Answering phone;
Filing;
Helping residents that come to the office.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the clerical skills; working knowledge of office equipment and materials; ability to plan and organize work; ability to organize and present information clearly and precisely; initiative; integrity.

MINIMUM QUALIFICATIONS: Appointed on the basis of qualifications, as the Board of Trustees may determine appropriate.

SUGGESTED QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma or clerical experience.

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