

**CLINTON COUNTY FORM
TO POST A VACANCY ON THE WEB PAGE**

Return completed form to the Department of Personnel to post on the Personnel Web Site.
Agencies should allow two to three days for postings to appear on the web site.

Position Title: **Deputy Clerk**

Posting for Transfers ONLY (current eligible list exists): Yes No

Exam Required: Yes No

Status (choose one):

(Please note provisionals and transfers are for competitive class positions only.)

- | | |
|---|--|
| <input checked="" type="checkbox"/> Permanent Full-time | <input type="checkbox"/> Permanent Part-time |
| <input type="checkbox"/> Provisional Full-time | <input type="checkbox"/> Provisional Part-time |
| <input type="checkbox"/> Temporary Full-time | <input type="checkbox"/> Temporary Part-time |
| <input type="checkbox"/> Transfer- Full-time | <input type="checkbox"/> Transfer- Part-time |

Salary: Hourly Yearly

Name of Point of Contact: **Megan Spellman**

Title of Point of Contact: **Clerk Treasurer**

Agency Where Vacancy Exists: **Village of Dannemora**

Address of Point of Contact: **40 Emmons St. PO Box 566 Dannemora, NY 12929**

Phone Number of Point of Contact: **518-492-7000**

Email Address of Point of Contact: **clerk@villageofdannemora.net**

Email is required as completed applications will be electronically forwarded to the email listed.

Date Applications are Accepted Until by Point of Contact: **until position is filled**

Please notify us when you would like this vacancy removed from our website.

Deputy Clerk for the Village of Dannemora

JOB TITLE : Full-time Deputy Clerk for the Village of Dannemora

The rate of pay for this position will be based on experience.

WORKING HOURS: Monday through Friday 8am-4pm

JOB DESCRIPTION : The Village of Dannemora is looking for an outgoing individual who is self-motivated and task oriented. The Deputy Clerk assists the Village Clerk Treasurer in all phases of administrative functions in the Village Clerk's Office, including the duties associated as the Tax Collector. The Deputy Clerk will need experience with filing systems and the ability to initiate and maintain clerical records, able to work with the public effectively and comfortable with a computer including but not limited to Microsoft Word and Excel spreadsheets.

JOB DUTIES : Assist the Village Clerk Treasurer in all phases of work and is deputized to act for and on behalf of the Village Clerk Treasurer; does related work as required. This is a responsible administrative position to assist the Village Clerk Treasurer in all areas of responsibilities mandated by law.

EXAMPLES OF WORK: Assist in the custody of all records, books, and papers of the Village; Registers births and deaths; Filing of certificates, Oaths and other papers required by law; Types correspondence and other materials as required; Uses computer applications such as spreadsheets, word processing, calendar, e-mail, Paychex and database software in performing work assignments. Performs all above duties and others required of the Village Clerk Treasurer.

QUALIFICATIONS:

- The applicant must be a Clinton County resident.
- Must possess a valid NYS Driver's License.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern office practice including filing systems and use of labor-saving devices in office work; good knowledge of Village Law and procedures; ability to initiate and maintain clerical records; ability to understand and carry out oral and written instructions; ability to keep simple financial records; ability to deal with public effectively; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail, and database software; honesty; dependability; good judgement; tact.