

**DEPARTMENT:** TOWNS  
**CLASSIFICATION:** EXEMPT  
**APPROVED:** MARCH 15, 2010

**DEPUTY TOWN CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:** This is routine clerical work involving responsibility for performing a variety of tasks related to the proceedings of the Town Board and the operation of Town Government. Work is performed under the general direction of the Town Clerk with some leeway allowed for the exercise of independent judgment in carrying out details of the work. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Assumes the duties of the Town Clerk during his/her absence or at the pleasure of the Town Clerk;
2. Prepares material for meetings of the Town Board, may attend meetings, records proceedings and maintains records;
3. Files contracts, insurance policies and other legal instruments;
4. Issues state and town licenses and permits such as hunting and fishing, marriage, peddler, dog license, etc.;
5. Answers questions for the public concerning procedures of the Town Clerk's Office and provides information about ordinances adopted by the Town Board;
6. Checks vouchers and invoices for accuracy and completeness;
7. May collect water or utility bills and issue receipts;
8. Keeps accounts and prepares reports pertaining to monies received;
9. Operates a personal computer, copy and fax machine, calculator, and related office equipment.

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

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; skill in operating a personal computer, related peripherals and modern software applications; ability to maintain records and prepare reports; ability to deal efficiently with the public; clerical aptitude; accuracy; dependability; sound judgment; integrity; tact and courtesy; physical condition commensurate with the demands of the position.

**SUGGESTED QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma and one (1) year of satisfactory clerical experience.

**NOTE:** Candidates should be residents of the municipality for which they seek employment.