

Personnel and Civil Service

Ronald E. Dougherty County Office Building 56 Main Street Owego, NY 13827



Linda Parke Personnel Officer ☎ 607 687 8494 📠 607 223 7074 🌐 www.TiogaCountyNY.gov

NOTICE OF VACANCY

Deputy Clerk – Treasurer - Village of Newark Valley

Date Issued: 03/28/2023. Coordinate all aspects of the Village Clerk's Office under the direction of the Clerk-Treasurer.

Duties and Responsibilities:

- Collect revenues & process payments; Maintain cash drawer;
- Make general journal entries to post payments & maintain revenue files;
- Process weekly payroll; Process Monthly, Quarterly and Annual payroll reports;
- Process monthly accounts payable vouchers and submit payments to vendors;
- Process water and solid waste billing including Monthly, Quarterly & Annual water reports;
- General clerical duties including answer phones, assist callers; Assist residents with building permit applications; Distribute handicap parking permits; Open, process and distribute mail;
- Prepare tax searches;
- Process reservations and maintain calendars
- Update website and Facebook page;
- Update and maintain all systems following property transfers;
- Attend Board meeting and prepare minutes;
- Help maintain the office, breakroom and restroom cleanliness.

Abilities Required:

- Excellent communication skills, attention to detail, high level of organization and ability to multitask;
- Self-motivated, ability to work independently as well as with others;
- Proficiency in Excel and Microsoft Word;
- Discretion in handling confidential material.

Note: This job description is not intended to be all-inclusive. Employee may be required to perform other related duties as required to meet ongoing needs of the Village.

In accordance with Tioga County Civil Service Rules, the title of Deputy Clerk - Treasurer is **Exempt**.

Status: Permanent
Work Hours: Full-Time, Monday – Friday 40 hours/week; required to attend various meetings including monthly Village Board meetings
Salary: Salary commensurate with experience; Benefit package available including paid time off, holidays, health insurance and participation in the state retirement system.
Location: Village of Newark Valley

Minimum Qualifications:

Minimum of two years post-secondary education.
Bookkeeping/Accounting experience is preferred.

Notary Public preferred, but not required.

Apply to: Village of Newark Valley
9 Park Street
Newark Valley, NY 13811
Phone: 607-642-8686
Fax: 607-238-3808
Email: vonvclerk@stny.rr.com

Apply by: Applications will be accepted until position has been filled.

Access to educational, employment, financial, or other records.