

VILLAGE CLERK - TREASURER

DISTINGUISHING FEATURES OF THE CLASS: This is responsible administrative work responsible for the business transactions of the village, including keeping an accurate record of the finances of the villages, required by Village Law and by the action of the Board of Trustees. General overall supervision of village functions is exercised under the Board of Trustees. Considerable judgement and discretion is permitted employees of the class. Does related duties as required.

TYPICAL WORK ACTIVITIES:

Attends all meetings of the Board of Trustees to present village business;
Performs a wide variety of account keeping tasks;
Records actions of the Board of Trustees;
Receives and pays, after approval, bills of the village;
Issues licenses;
Keeps all records and the seal of the village;
Prepares reports and statements concerning village finances;
Answers all correspondence;
Posts all legal notices
Files records and papers.

FULL PERFORMANCES KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of Village Law and procedures;
Thorough knowledge of the methods used in keeping financial accounts and records;
Ability to organize and administer a variety of activities;
Accuracy;
Dependability;
Honesty;
Ability to get along well with others;
Ability to follow oral and written directions;
Sound judgment;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

None

R785 3/1/10
Pending: Unclassified