

**Order Number:**

NY1513550

**Date Job Order Received:**

10/18/2024

**Number of Openings:**

1

**Company Name:**

Village of Lowville

**Job Title:**

Deputy Clerk

**Minimum Experience Required:**

1 Years

**Job Description:**

GENERAL STATEMENT OF DUTIES: Responsible administration of village business and charge of the village treasury under supervision of the Mayor, Board of Trustees and Clerk/Treasurer; does

related work as required. DISTINGUISHING FEATURES OF THE CLASS: This is responsible administrative work involving the many business transactions required by village and state law and the

action of the Mayor. Considerable judgment and discretion is permitted employees of this class.

TYPICAL WORK ACTIVITIES: Attends meetings of the Board of Trustees in the absence of the Clerk/Treasurer to present village business; Receives and pays, after approval, bills of the village;

Answers correspondence; Files records and papers; May collect fees and account for monies received; Prepares tax bills and collects taxes, as well as water & sewer payments; Answers phone

and gives out routine information; Sorts, date stamps and distributes mail and packages; Greets clients and or visitors; Prepares, stores and retrieves lists and documents; May prepare and maintain

time records and payroll data; FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of modern office technology, procedures, equipment and business English; ability to operate a personal computer and utilize common office

software programs including word processing, spreadsheets and databases at an acceptable rate of

accuracy and speed; MINIMUM QUALIFICATIONS: Administrative experience preferred. Salary range

\$30,000 to \$40,000 depending on experience. Interested applicants should email a resume to [villow@villageoflowville.org](mailto:villow@villageoflowville.org) or mail to Village of Lowville 5535 Bostwick St. Lowville, NY 13367 and

received by November 1, 2024.

**Job Location:**

Lowville, New York 13367

**Pay:**

\$30000.00 - \$40000.00 Yearly

**Benefits:**

No benefits specified.

**Hours per Week:**

Not specified.

**Duration:**

Full Time, Regular

**Work Days:**

Monday Thru Friday

**Shift**

First (Day)

**Public Transportation:**

Not specified.

**Minimum Education Required:**

GED

**Driver Licenses, Including Endorsements:**

Not specified.

**How to Apply:**

To apply, contact the employer by: E-Mail or Phone

Phone: Snowden, Wendy (315) 376-2834

Email: [villow@villageoflowville.org](mailto:villow@villageoflowville.org)