VILLAGE OF CHATHAM
77 MAIN STREET
CHATHAM, NY 12037

JOB POSTING

DEPUTY VILLAGE CLERK

Work under the supervision of the Village Clerk/Treasurer to perform duties that include:

1. Data entry for water/sewer invoices and payments
2. Data entry for tax collection
3. Perform Village office transactions, such as garbage sticker sales, accessible parking permits, Village parking permits
4. Answer telephone, complete typing, filing, photocopying tasks for Village Departments
5. Timely distribution of tax, water/sewer and other bills and invoices
6. Timely collection, recording and making deposits of all receipts
7. Notary duties for Village matters
8. Take and transcribe Minutes of Board meetings. File minutes and supporting documentation.
9. Distribute mail
10. Book use of Village Hall and other facilities
11. Order office, hygienic and cleaning supplies
12. Handle public inquiries at the window and over the phone
13. In the absence of or as assigned by the Village Clerk/Treasurer:
    a. Post public notices and necessary legal postings
    b. Post ownership changes in all Village records
    c. Handle FOIL requests
    d. Handle Genealogy searches
    e. Provide death certificates and burial permits, birth certificates and immunization record cards. File all death and birth certificates and burial permits with NYS Department of Health Vital Records section, while maintaining vital records in the Village
14. Perform such other duties as assigned by the Mayor, Board of Trustees and the Village Clerk/Treasurer.

Qualifications:
Proficiency using computer software programs, including Word, Excel, Outlook and data-based utility billing software.
Demonstrated skill in working in an office with wide-ranging tasks and responsibilities.
Excellent customer service skills.
Excellent problem-solving skills.

The person who holds this position will work 30 hours per week at a pay rate of $15.00 per hour.

Please send resumes to:

Village Clerk's Office
Village of Chatham
77 Main Street
Chatham, NY 12037