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. Answer telephone, complete typing, filing, photocopying tasks for Village Departments
2. Perform Village office transactions, such as garbage sticker and punch card sales, handicap parking permits, Village parking permits
3. Data input for tax collection purposes
4. Data entry for water/sewer rents collection
5. Timely distribution of tax, water/sewer and other bills and invoices
6. Collecting, recording and making deposits of all cash receipts
7. Notary duties for Village matters
8. Take and transcribe Minutes of the monthly Board meetings
9. Pick up, copy, and disburse all mail and handle any questions/requests
10. Book Village Hall use
11. Order office, hygienic and cleaning supplies
12. Handle public inquiries at the window
13. In the absence of or as assigned by the Village Clerk/Treasurer:
	1. Post public notices and necessary legal postings
	2. Post ownership changes in all Village records
	3. Handle FOIL requests
	4. Handle Genealogy searches
	5. 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.

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