

Part-time Deputy Clerk Position

The Village of Celoron announces a vacancy for the part-time Deputy Clerk position.
28 hours per week, NYS Retirement and paid holidays.

Application and descriptive information is available at the Village Hall and on the Village of Celoron website: www.celoronny.org

Completed applications and/or resumes should be submitted to: Village of Celoron, 21 Boulevard Ave.,
P.O. Box 577, Celoron, NY 14720-0577

DEPUTY VILLAGE CLERK AND TREASURER

DISTINGUISHING FEATURES OF THE CLASS: This is an important clerical and account-keeping position involving responsibility for assisting in various Village activities. The work is usually performed under the immediate supervision of the Village Clerk and Treasurer but sometimes requires independent action in case of absence.

TYPICAL WORK ACTIVITIES:

Assists in maintaining custody of the corporate seal, the books, records and papers of the Village;
Assists in maintaining all official reports and communications to the Board;
In the absence of the Village Clerk and Treasurer, acts as Clerk of the Board of Trustees and of each Board of Village officers and maintains a record of their procedures;
Assists in keeping an index record of all Village ordinances;
Assists in maintaining an index record of all written notices received of the existence of defective, unsafe, dangerous or obstructed condition on any Village property;
Assists in keeping accounts of all receipts and expenditures;
Assists in preparing a written report of fiscal affairs of the Village;
Performs such other duties not inconsistent with the office.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the Village law and other legal documents controlling the activities of the Village; good knowledge of office terminology, routines and equipment; good knowledge of business arithmetic and English; ability to establish and maintain good relations with others; ability to write legibly; clerical aptitude; courtesy and tact; dependability; physical condition commensurate with the demands of the position.

RECOMMENDED MINIMUM QUALIFICATIONS: Graduation from high school and two (2) years of clerical experience, one (1) of which shall have been in account-keeping activities.

Adopted 7/14/70
Revised 7/22/85
Data base 8/21/08

Chautauqua County
Non-Competitive Class
Municipalities

DEPUTY REGISTRAR OF VITAL STATISTICS (Part-time)

DISTINGUISHING FEATURES OF THE CLASS: This is an important record keeping position involving responsibility for assisting in the accurate performance of a number of clerical tasks in the maintaining and safekeeping of vital statistics. An employee in this class acts for the Registrar of Vital Statistics in case of absence. The work involves frequent contact with local and state officials, physicians, courts and the general public in providing and obtaining accurate and complete information. The work is performed under general supervision. Does related work as required.

TYPICAL WORK ACTIVITIES:

Records births and deaths and issues certificates;
Corrects discrepancies discovered in previous registrations and reports corrections to the State Health Department;
Issues burial permits to undertakers;
Compiles periodic reports and records and submits to proper authorities;
Collects fees and issues receipts;
Cooperates with government officials and agencies by supplying vital statistics data.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of laws and regulations relating to the compilation of vital statistics; working knowledge of office terminology, routines and equipment; ability to establish and maintain good relations with others; clerical aptitude; courtesy and tact; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

Adopted 6/14/68
Data base 8/15/2008