

**DEPUTY TOWN CLERK**  
**Duties and Responsibilities**  
**Town of Eaton, NY**

Department Town Clerk

**DISTINGUISHING FEATURES OF THE CLASS:**

This is a responsible clerical position that assists the Town Clerk in carrying out the administrative duties and responsibilities of the department. Deputy Town Clerk is appointed by the Town Clerk and acknowledged by the Town Board.

**TYPICAL WORK ACTIVITIES:**

- Assists in opening and closing Town Office;
- Assists in answering various inquiries from residents and other customers;
- Assists in answering incoming telephone calls and directs them to appropriate departments / personnel;
- Assists in issuing marriage, dog, handicapped and other licenses or permits and other documents and transcripts offered by the town;
- Assists the Assessor with administrative duties;
- Assists the Codes Officer with administrative duties;
- Assists the Planning Board and Zoning Board of Appeals by: coordinating meetings, handling legal notices, preparing agendas, distributing information to board members prior to meetings, confirming attendees (including applicants and board members), attend meetings, produces minutes, and handles follow-up paperwork post meetings;
- Collects permit fees and other miscellaneous fees and charges;
- Assist in attendance at Town Board meetings, and produces minutes for the Town Clerk;
- Assists in balancing cash drawer for daily business, and prepares bank deposits;
- Provides assistance in the handling of Town and County tax bills;
- Assists with Town Board meeting preparation, Town Newsletters, and dog enumeration;
- Assists in the maintenance of and disposition of department files and organization files in accordance with the records management policies, NYS Laws and Town Law;
- Assists with duties associated with legal postings and filings;
- Assists with mailings, typing and copying;
- Assists in completing reports and documentation;
- Performs tax searches upon request;
- Substitutes for the Town Clerk when requested;
- Performs other duties as assigned.

## DEPUTY TOWN CLERK (CONT.)

### FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Ability to maintain confidentiality;
- Ability to deal tactfully and courteously with board members, committee members, constituents, co-workers and other people who interface with the Town Clerk Department;
- Good knowledge of office terminology and procedures;
- Good knowledge of business arithmetic and English;
- Good Math Skills.
- Ability to understand and carry out oral and written instructions;
- Ability to compose reports and maintain records;
- Ability to operate a typewriter, personal computer, and calculator;
- Good knowledge of word processing and spreadsheet programs;
- Knowledge of the Eaton and Madison County area;
- Possession of integrity and honesty;
- Physical condition commensurate with the demands of the position;
- Ability to obtain a Notary Public license - desirable;
- Good working knowledge of municipal government - desirable;
- Be an elector of the Town of Eaton - desirable.

### MINIMUM QUALIFICATIONS:

High School Diploma or possession of a high school equivalency; college degree preferred in Business Administration or closely related field; and three to five years office administration experience.

### Special Requirements:

1. Ability to take and subscribe to the constitutional Oath of Office, and file such in the Town Clerk's office before assuming duties.