

## Village of Clifton Springs Employment Opportunities

The Village of Clifton Springs is seeking applicants to fill the following position:

One full time (40 hours per week) position of Deputy Clerk/Treasurer at the Office of the Village Clerk/Treasurer. The Deputy Clerk/Treasurer would assist the Village Clerk/Treasurer with many responsibilities, including but not limited to, collection of village taxes, utility billing for water and sewer, daily banking, bookkeeping and balancing, preparation of abstract, attending minutes and taking and transcribing meeting minutes, assist with the annual financial report, must work well with the public, be honest and trustworthy and be able to maintain confidential information in regards to birth, death, court, police etc. matters. The person is required to live in Ontario County. The Village prefers a person over the age of 18, but it is not required with at a minimum a high school education and one year's full-time paid or part-time equivalent in a business office with clerical and accounting experience. The pay is \$18.00 - \$20.00 per hour, depending on experience.

Interested applicants can apply online at the Ontario County Human Resources Portal, <https://ontario-portal.mycivilservice.com/>. The successful applicants must be approved for appointment by Ontario County Human Resources. Applications will be accepted until November 25, 2023.