

Salary range: \$48,000-\$52,000/yr.
depending on experience

TOWN OF PHELPS

DEPUTY CLERK/DEPUTY TAX COLLECTOR

MINIMUM QUALIFICATIONS:

1. Graduation from high school or possession of a high school equivalency diploma AND two (2) years of paid clerical experience, or its part-time equivalent.
2. Eligible to be bonded in order to handle money, and sensitive data.
3. Proficiency in MS Word, Excel and using the internet.
4. Excellent telephone and in-person customer service skills.
5. Must reside in the Town of Phelps.

DISTINGUISHING FEATURES OF THE POSITION:

The work involves responsibility for performing specialized clerical functions under direct supervision of the Town Clerk. Attend and record board meetings, and other Town meetings as assigned, distribution of licenses, permits, vital records requests, receiving cash, check and credit card payments, maintaining the cash drawer, performing cash reports, bank deposits, records management, filing, digital scanning and other clerical duties as they arise. Along with receive tax payments from residents, process tax payments, prepare and make deposits of payments received, prepare daily and monthly tax receipt documents, prepare payments to the county for their share of taxes received.

TYPICAL WORK ACTIVITIES:

Open/Close the office for the day by turning on computers, retrieving the cash drawer from the vault.

Field all incoming telephone calls, voicemails and emails.

Be proficient in all general office functions to include assisting visitors, scheduling and coordinating meetings, voucher payment/processing, general file maintenance, records retention, ordering supplies and maintaining inventory.

Perform data entry, compose letters of correspondence, operate office machines including computer, facsimile machine, copier, adding machine, and metered postage machine.

Assist in preparation of all resolutions and laws, prepare agenda for Town Board regular, special and informational meetings, send legal notices to the newspaper, attend monthly Town Board meetings, take down the minutes and transcribe minutes in the absence of the Town Clerk.

Maintain records pertaining to local laws, contracts, board appointments and terms of office, bidding documents and water district projects.

Act on behalf of the Town Clerk when absent.

Respond to residents and others for information regarding dog licenses, parking permit tags, vital records requests, hunting license requests, peddler permit requests, Games of Chance requests and other various requests.

Prepare dog license renewals, maintain accurate records of dogs licensed, send reminder notices for past due licenses, work with the Ontario County Humane Society for past due and unlicensed dogs.

Process vital records requests including transcripts of birth, marriage and death certificates.

Prepare affidavits of marriage for couples desiring to get married.

Maintain financial accounts.

Oversee all social media accounts.

Perform clerical work in other departments and any other work related to the Town.