

VILLAGE OF YORKVILLE
Position Description
Village Deputy Clerk-Treasurer

Reports To: Village Administrator/Clerk
Status: Non-Exempt

Summary

Assists the Village Administrator/Clerk and Village Treasurer in the administration of their duties.

Essential Duties and Responsibilities

1. Assists the Village Administrator/Clerk with absentee voting and voter registration.
2. Assists the Village Treasurer with collecting property tax, mobile home parking fee, permit fee and dog license fee payments.
3. Assists with Village Treasurer with processing dog license applications.
4. Assists the Village Administrator/Clerk with records management.
5. Assists the Village Treasurer with bank account reconciliations and deposits.
6. Prepare and distribute correspondence or notices at the direction of the Village Administrator/Clerk.
7. Other related duties as assigned by the Village Administrator/Clerk.

Education, Training and/or Experience

Minimum of a high-school diploma/equivalent diploma OR related experience or training OR an equivalent combination of education, training and/or experience.

Preferred Qualifications:

To perform this position successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or the ability required.

1. Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.
2. Ability to write business correspondence.
3. Ability to respond to common inquiries or complaints from the public.
4. Ability to follow specific instruction and respond to simple requests from others.
5. Ability to maintain and foster cooperative working relationship with peers, supervisors and the public.
6. Ability to maintain confidentiality of all Village matters.
7. Ability to utilize various office and computer equipment and programs.
8. Ability to work irregular and/or extended hours.
9. Ability to maintain regular, predictable, and punctual on-site attendance.
10. Possess a high attention to detail and the ability to multi-task.

Tools and Equipment Used

Computer and accompanying software, telephone, calculator, copy and fax machines, printer, and election equipment.

Physical Demands

Generally, the physical demands of this position are like those encountered in a typical office environment, such as the need to sit, talk, hear, stand, walk or use hand-eye coordination. This includes repetitive activities such as the use of a computer. The employee is occasionally required to reach, stoop, kneel, bend, crouch, or crawl. The employee must occasionally lift, carry, push and/or pull (with assistance) up to 50 pounds.

Work Environment

Generally, the work environment of this position is like those encountered in a typical office environment. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and irate individuals. The noise level in the work environment is usually low to moderate.

Selection Guidelines

Resume review; rating of education and/or experience; oral interview and reference check; job related tests may be required. The Village reserves the right to promote from within if qualified candidates are currently in its employ. All applicants may be required to submit to a medical examination prior to appointment, consistent with the requirements of the position. Background check of local, state or federal authorities will be conducted for all applicants.

Nothing in this job description limits the Village's right to assign or reassign duties and responsibilities to this job at any time. The job description may be changed at any time by the Village. The duties listed above are intended only as illustrations of various types of work that may be performed. The omission of specific statements or duties does not exclude them from the position if the work is similar, related or logical assignments to the position. All essential functions must be performed in a manner satisfactory to the Village.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

The Village of Yorkville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities.

Salary and Benefits

Hourly wage as determined and approved by the Village Board. This position shall not be eligible for any Village benefits.