



Incorporated Village of Plandome Heights
Position Description
DEPUTY CLERK

The role of the Deputy Clerk –

The Deputy Clerk (“Deputy”) is a client service position serving the residents of our local government. The Deputy supports the Clerk-Treasurer in the performance of her/his duties which are summarized here for reference to the position of the Deputy Clerk. The Clerk-Treasurer works at the direction of the Mayor and is the chief records and administrative officer and chief fiscal officer of the municipality. That position is responsible for the books and records of the municipality, minutes of meetings of the Trustees, orders to pay claims of vendors, collects property taxes, keeps the books of account and banking records for the General Fund and a Capital Projects Fund and directs the day-to-day operations of the Village. That position responds to resident requests and complaints and supports the activities of the building department in preparing building permits and certificates of occupancy. That position also serves as the recording secretary and administrative assistant to the periodic evening meetings of the subsidiary boards (such as architecture, zoning) of the Village. The Deputy supports or stands-in for the Clerk-Treasurer in all of these functions.

The Deputy also is the primary administrative person to our Building Department helping residents manage construction projects from plans through approvals, then inspections and ultimately the issuance of certificates of occupancy.

Requirements of the position -

The position requires a minimum of 5 years of relevant business experience. A superior and motivated student or entry level person will be considered. The core competencies of the Deputy Clerk include:

- Enjoys serving others as a customer service professional
- General office organization and management, and records management, skills,
- Logical thought and skill in complying with local and state laws, rules and regulations,
- Willing to learn light bookkeeping skills particularly with QuickBooks or Peachtree software,
- Conflict resolution skills,
- Strong general computer skills,

The working hours of the Deputy have been approximately 20-30 hours per week on a schedule which may be flexible. evenings are necessary to attend Board meetings. Full-time is possible. The Deputy Clerk should be a Nassau County resident.

Interested candidates can email Mayor@PlandomeHeights-NY.gov or call Village Hall at 627-1136.

The Village of Plandome Heights –

The Village of Plandome Heights covers 0.2 square miles and has 326 households and approximately 1,000 residents. The Village’s primary responsibilities include sanitation, snow removal, road repair, building and zoning matters and a Justice Court. With a budget of approximately \$475,000 in total, it is among the smaller villages in the State of New York. The staff of the Village includes a full-time Clerk-Treasurer and part-time Deputy Clerk, Court Clerk and Building Inspector. The Mayor, six Trustees and the various Boards volunteer their time.

The Village website is www.plandomeheights-ny.gov .