

CLERK PART-TIME

The position is under the direction of the Village Clerk-Treasurer, a minimum of 15-20 hours per week Monday – Friday 7:30am - 4:00pm must have flexibility to cover the Clerk-Treasurer during time off. The Clerk Part-Time performs clerical tasks which requires knowledge of specific programs and judgement and discretion in selecting a course of action. Supervisory assistance is available with instructions given for new or unusual assignments and procedures. The Clerk Part-Time has no supervisory responsibilities.

Job Responsibilities:

- Receive and answer phone calls in a professional manner and/or refer calls to appropriate individual
- Send and receive emails
- Greet village residents in a professional manner and answer questions of the public
- Knowledge of modern office equipment
- Understanding of municipal accounting principles and the ability to perform review/approval of entries with accuracy
- Data entry
- Filing/Scanning – Maintain files, records and related materials
- Maintain confidentiality of sensitive information
- Assist with updating and maintaining website and communication app
- Receives, sorts and distributes mail
- Assist with bulk mailings
- Meeting preparation, attend meetings as needed
- Auditing of records
- Bank Reconciliation
- Research of pertinent information and data
- Assist with cleaning
- Assist with day-to-day functions

Knowledges, Skills, Abilities and Personal Characteristics:

- Knowledge of office terminology, procedures and equipment
- Knowledge of basic arithmetic functions of addition, subtraction, multiplication and division
- Ability to follow oral and written directions
- Ability to understand and use common office record-keeping and filing systems and processes
- Ability to perform clerical operations with numbers and letters and record-keeping tasks
- Ability to operate a personal computer
- Accuracy and attention to details
- Knowledge in Microsoft Office (i.e. Word and Excel), Adobe and Logics

Minimum Qualifications: EITHER:

(A) Graduation from high school or possession of a high school equivalency diploma;
OR

(B) One year of clerical experience and/or municipal accounting experience.