

## **POSITION AVAILABLE**

**The Village of Nelsonville is seeking to fill a full-time position for Village Clerk / Treasurer. This position also includes the duties of the Court Clerk, Registrar of Vital Statistics and secretary to the Building Inspector, Planning Board and Zoning Board of Appeals.**

**The position requires proficiency in Word, Excel, GSuite, excellent communication, organizational and writing skills, strong interpersonal skills, and a strong financial background. Social media and web page updating experience is also desirable. The ability to work independently and manage multiple tasks concurrently is essential. Attending evening meetings is a requirement of the position.**

**Salary and compensation, which includes benefits, is subject to experience.**

**Please send a cover letter and resume to: Pauline Minners, Interim Village Clerk, Village of Nelsonville, 258 Main Street, Nelsonville, New York, 10516 - or [villageclerk@nelsonvilleny.gov](mailto:villageclerk@nelsonvilleny.gov)**

## **Job Description for the position of Village Clerk**

- Maintains all records of the Village
- Certifies required documents, as keeper of the Village Seal. Prepares Village Board agenda and related materials for Village Board meetings.
- Attends Village Board meetings, takes minutes of the proceedings, prepares and files same.
- Prepares resolutions, proclamations and legal notices, as required. Collects taxes, notifies delinquent taxpayers as required by law. Serves as a notary public
- Conducts the annual Village Election, including all required legal notices, voter registration, absentee ballots, nominating petitions, supervision of machine set-up. On Election Day, the Village Clerk has the responsibility to ensure that all proper laws and procedures are complied with from the opening of the machine until the results are announced and the machine is sealed.
- Responds to Freedom of Information requests.
- Works with the Village attorney to enact changes in the Village Code. Writes grants for Records Management and Justice Court. Manages the day-to-day business of the Village office, including, but not limited to dealing with resident's complaints, concerns, questions and requests.
- Maintain custody of all Village Funds
- Deposit all monies received in a timely manner.
- Pay out monies from the Village treasury as directed by the Village Board. Keep accounts of receipts and disbursements current.
- Maintain General Ledger, Revenue and Appropriation accounts for Village funds in accordance with the Uniform System of Accounts prescribed by the State Comptroller.
- Provides monthly Treasurer's Reports and periodic Expenditure Status Reports.
- Assists in Preparing Annual Budget
- File an annual Financial Statement detailing all revenues and expenditures of the previous fiscal year.
- Sign checks as authorized by the Board of Trustees
- Prepares payroll on a monthly basis.
- Files quarterly Federal and State payroll reports
- Prepares annual W-2's, 1099's and related Federal and State Reports.

### **Court Clerk**

- Attends and records all sessions of Village Court
- Determines delinquency status of payments and appearances and takes appropriate action.

- Prepares Judgements, Warrants, Decisions.
- Files monthly reports with Audit and Control.
- Acts as the Court's intermediary with the District Attorney, Police Agencies and Attorneys.

### **Secretary to Planning Board**

- Prepares agenda and related materials for meetings.
- Attends meetings, taking minutes of the proceedings, prepares and files same.
- Prepares legal notices, resolutions, SEQR documents and related materials as required.
- Coordinates with applicants, the Village attorney and the Village planner.

### **Secretary to Zoning Board of Appeals**

- Prepares agenda and related materials for meetings.
- Attends meetings, taking minutes of the proceedings, prepares and files same.
- Prepares legal notices, resolutions and related materials as required.
- Coordinates with applicants, the Village attorney and the Village planner.
- Writes decisions, with Village attorney's review.

### **Secretary to Building Inspector**

- Acts a liaison between applicant and Building Inspector Prepares draft response to municipal searches, for Building Inspector's review.

### **Registrar of Vital Statistics**

- Signs, certifies, records and distributes Death Certificates. Issues Burial Permits
- Responds to genealogical research requests as well as requests for birth and death records.