



## **Job Posting – Village of Ocean Beach**

### **Deputy Village Clerk**

#### **General Description of Duties:**

Administrative work requiring the incumbent to assist the Village Clerk in all areas of responsibility as mandated by law and by action of the Board of Trustees. The position requires independent action, but the direction and supervision of the work is maintained by the Village Clerk. This position may act for and on behalf of the Village Clerk during his or her absence or inability to act. Does related work as required.

#### **Duties and Responsibilities:**

The following is a list of the primary duties and responsibilities for this position. It is not intended to encompass all duties and responsibilities, but merely highlights the major responsibilities of the position. Additional duties may be assigned or develop over time.

- Assists in the preparation for Board of Trustee meetings, including preparing the agenda, resolutions, and meeting minutes. Attend meetings, as necessary
- Assists in the preparation of Village court schedules and reports
- Assists in the preparation of payroll, including reviewing daily timecards and time off request
- May purchase supplies and equipment for the Village
- Receipts, processes, and issues, title search and certificate of occupancy applications
- Issues licenses and permits, collects and records license and permit fees
- Assists in the custody of all records and books of the Village
- Performs secretarial work and other clerical duties, as assigned
- Posts legal notices
- Assists in the preparation and collating of budget materials
- Assists in the supervision of Village elections
- Update Village website and respond to Village website emails, answers correspondence when applicable
- Inform the public of various municipal information
- Acts for and on behalf of the Village Clerk in his or her absence or inability to act
- May perform other incidental tasks, as needed.

### **Full Performance Knowledges, Skills, Abilities and Personal Characteristics**

- Knowledge of Village laws and procedures
- Ability to assist in organizing and administering a variety of activities
- Skill in performing clerical operations
- Dependability; honesty; ability to get along well with others; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position
- Ability to use computer applications such as spreadsheets, word processing, e-mail, and database software
- Sound judgment

### **Minimum Qualifications**

- The Village is seeking an individual who shall have a minimum of a 2-year college degree preferable, in business, government or related field
- Two to Five years' experience in an office environment

All interested individuals should forward a resume to [JDiFrancisco@VillageofOceanBeach.org](mailto:JDiFrancisco@VillageofOceanBeach.org)