



**1465 Orange Tpke., Monroe, NY 10950**

Town of Monroe  
Job Description  
*Town Clerk's Office*

**Deputy Town Clerk (2<sup>nd</sup> Deputy)**

***\*Must reside in the Town/Village of Monroe/Harriman***

**DEFINITION**

The Town Clerk's Office is frequently considered the center of town government and the connection between government and the public. As the center of information, the Town Clerk provides the public with a variety of services and works closely with each town department on a daily basis. The Deputy Town Clerk shares the responsibilities with the Town Clerk for the clerical, technical and administrative work involved in the operation of the Town Clerk's Office.

**EXAMPLES OF ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Performs the functions of the Town Clerk's Office and acts in the absence of the Town Clerk
- Respects confidentiality of all business conducted in the office
- Extensive public contact requires excellent communication, interpersonal skills, customer service, independent judgement, and professionalism
- Administers Oaths of Office
- Assists with some preparation for Board Meeting Agendas
- Maintains appointment schedules and calendars
- Attends Town Board meetings and transcribes official minutes of meetings (when necessary)
- Assists with municipal elections (Primary/General)
- Prepare paperwork/materials and checks accuracy
- Issue certified copies of vital statistic records (marriage)
- Issues Conservation Licenses (fishing, small/big game, bow-hunting), Dog Licenses, Handicap Parking Tags, Peddling and Soliciting Permits, T.A.R.A. Certificates
- Handles cash, check and credit card payments
- Assist with Tax Collection
- Enter and process FOIL Requests
- Performs other duties as assigned (additional sheet will be provided at interview)
- Attend Annual Conferences (NYSTCA, NYALGRO, NYSATRC)



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**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Considerable knowledge of office procedures and practices
- Considerable knowledge of standard office equipment, including document scanner, photocopy machine, personal computer, etc.
- Ability to relate positively and with courtesy when working with the public and act discretely in processing sensitive information
- Ability to use basic software programs such as Microsoft Word, Excel, PowerPoint, and Outlook
- Ability to establish and maintain complex files and record systems
- Ability to compose clear and correct letters and reports
- Ability to process large quantities of paperwork accurately and efficiently and work with a minimum of supervision
- Attendance at evening & offsite meetings are required of this position

**SUPERVISION RECEIVED:**

- Works under direct supervision of the Town Clerk of the Town of Monroe

**EXPERIENCE:**

- High School diploma or equivalent
- Three (3) years of administrative support and/or customer service experience
- Notary Public License (required)

**HOURS:**

- 35-hour work week
- Attendance at Town Board Meetings when necessary (will be required to attend meetings initially to train on program for Agendas/Minutes)
- Municipal Elections (will be required to work night of Primary and General Election)
- Summer Hours

**BENEFITS:**

- NYS Local Retirement System
- Medical
- Deferred Comp
- Paid holidays, vacation, personal and sick time
- Vision reimbursement
- Dental
- Life Insurance
- Short/Long Term Disability

**\*PLEASE SUBMIT ALL APPLICATIONS AND RESUME TO VALERIE BITZER,  
TOWN CLERK [valerie@townofmonroeny.gov](mailto:valerie@townofmonroeny.gov)**