

DEPUTY VILLAGE CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for preparing and processing the village payroll and for performing a variety of tasks in the administration of collective bargaining agreements, the health insurance program and other employee benefits. The work is performed under the general direction of the Village Clerk Treasurer with considerable leeway allowed for the exercise of independent judgment in carrying out details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative)

Maintains complete payroll records for each employee including payroll deductions;  
Enters payroll information on a computer;  
Maintains personnel records;  
Attends meetings regarding contract issues and other personnel matters;  
Ensures payments for Workers Compensation, disability, health insurance, retirement, etc.;  
Verifies and sends payments for monthly health insurance carriers billings;  
Enrolls employees in health insurance program and retirement system by completing necessary forms;  
Prepares a variety of periodic reports regarding health insurance, retirement and unemployment insurance, etc.;  
Issues building and demolition permits;  
Types and files necessary records and correspondence;  
Issues bingo and games of chance licenses, collection of fees and monthly and quarterly reports;  
Processes applications and issues licenses, permits and tax searches;  
Reconciles bank accounts;  
Maintains inventory of office supplies;  
Assists in preparation of budget, tax collection, and year-end reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the methods and procedures of processing and preparing payrolls; good knowledge of policies and procedures related to health insurance program benefits, coverage and billing procedures; good knowledge of office terminology, procedures and equipment; ability to understand and interpret laws, rules and regulations pertaining to health insurance programs, retirement benefits and records and reports; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and three years of experience, which shall have included typing, in preparing and processing payrolls and health insurance claims and transactions.