

**Village of Coxsackie, N.Y.**

**Deputy Clerk/Treasurer Job Description**

**Pay Rate:** \$37,500.00/year

**Work Week:** Monday-Friday, 8 a.m.-4 p.m. with an occasional evening meeting.

**Qualifications:** 18 years old, high school diploma or GED, reliable transportation, basic computer skills, good phone skills.

**Benefits:** Health Insurance-Coverage paid 100%. NYS Retirement System.

**General Duties:**

Answer the phones.  
Assist customers at the window.  
Assist in yearly budget preparation for the office.  
Attend Board Meetings and take minutes when Clerk is absent.  
Collect money for water/sewer payments, taxes, Reserve-A-Truck, etc.  
Conduct tax search requests when received.  
Count cash drawer after each deposit.  
General correspondence.  
Go to Bank with deposits, and Post Office for mailings when needed.  
Issue Fishing Permits and Handicap Permits.  
Order and manage supplies.  
Organize and open mail.  
Send out invoices to residents who use Reserve-A-Truck program.  
Other duties and/or events as directed by the Mayor, Village Board, Clerk, and Treasurer.

**Taxes:**

Enter payments into the computer.  
Assist taxpayers and real estate agents with questions about bills.

**Water/Sewer:**

View history of each customer to see when last meter reading was received.  
Make list of each account that has not been read prior to one year.  
Print meter cards.  
Sort and mail out meter cards.  
Enter meter readings into computer as they come in.

Calculate billing.  
Print water/sewer bills.  
Sort and mail out water bills.  
Enter payments into computer.  
Calculate and post penalties.  
Assist customers with questions about bills.

**Payroll:**

Process Direct Deposit each Wednesday.  
Collect time sheets and process payroll each Friday.  
Record vacation/sick time for each employee.  
Process E-File (payments to FICA, Medicare & federal withholding), transfers, and NYS tax payments for each payroll.

**Accounts Payable:**

Collect and enter invoices into computer.  
Reimburse the Petty Cash for all funds.  
Organize vouchers for approval by Department Heads and Board of Trustees.  
Print and mail out Accounts Payable checks.