

Town of Ithaca Job Posting: Deputy Town Clerk

Town of Ithaca Town Clerk is looking to fill a full time highly responsible administrative position that will assist in carrying out the responsibilities of the front-line office that serves the residents of the Town. Duties include issuing marriage, dog and handicap permits, collecting fees and taxes, maintaining files and databases, attending night meetings of various boards and transcribing minutes from the meetings.

The Town of Ithaca is a mosaic of rural, suburban, and urban landscapes that surround the City of Ithaca. It is a college town, a farm town, a Finger Lakes community, and a tourist destination renowned for its scenic vistas, forested hillsides, gorges, waterfalls and Cayuga Lake. Town Hall is located within the City of Ithaca at 215 N. Tioga Street. Town Hall includes several administrative offices and the Planning and Code Enforcement Departments. Public Works and Engineering Departments are located at 114 Seven Mile Drive. **Town of Ithaca strongly values a diverse and inclusive workforce. We are committed to equity and inclusion and encourage those with similar values to apply.**

SOME TYPICAL WORK ACTIVITIES:

- Answer various inquiries from Town residents and other municipal offices.
- Issue marriage, dog, and conservation licenses, and handicap parking permits and other related documents and transcripts, including providing Notary Services.
- Collect permit fees and other miscellaneous fees and charges payable to the Town and prepare deposits.
- Assists Receiver of Taxes with the over the counter collection of water and sewer billings and tax bills.
- Assist with Town Board meeting preparation, Town Newsletters, and dog enumeration.
- Attend Town Board meetings in the absence of the Town Clerk and prepare necessary minutes.
- Attend Planning Board and or Zoning Board of Appeals meetings, if assigned, and prepares minutes.
- Perform search of tax records and provide information upon request.
- Assist Town Clerk with records management and assist public with access to public records.
- Assume all duties and responsibilities, under law, of the Town Clerk in their absence.

MINIMUM QUALIFICATIONS:

Must be proficient in Microsoft Word and have ability to obtain and maintain a Notary Public License and

(a) Graduation from a regionally accredited or New York State registered college or university with an Associates Degree **AND** one year of full-time paid (or the equivalent part-time and/or volunteer) office clerical experience; **OR**

(b) Graduation from high school (or possession of a high school equivalency diploma) with a concentration in business **AND** three years of office clerical experience, preferably at least one year being in a municipal office working with the public and dealing with cash transactions.

(c) Any combination of training and experience equal to or greater than that described in (a) and (b) above

To Apply submit county application at <https://www.tompkinscivilservice.org/civilservice/apply/7804>

Please attach a cover letter and resume when filing the application online.

Filing deadline: Friday, March 10, 2023 by 4:00 pm

Questions directed to: Judy Drake, Human Resources Manager (607) 273-1721 or via email:

Jdrake@town.ithaca.ny.us

Civil Service Exam: Exempt from Civil Service- Direct Appointment of Town Clerk

Hiring Rate: \$27.15 per hour plus free parking, NYS Retirement Pension, Paid Holidays, Vacation, Sick and Personal time, Health, Dental and Life Insurance.