

JOB DESCRIPTION DEPUTY VILLAGE CLERK

The Village of Northport is seeking a full time Deputy Village Clerk to fill a vacancy. Ideal candidates will be available to start no later than October 9th 2018. Municipal experience a plus. Office hours are Monday through Friday 8:30 AM to 4:30 PM. Zoning Board meeting one night a month. The Village offers health insurance (employee contribution required) membership in the New York State Retirement System, vision and dental insurance, paid vacation, sick and personal time. Salary will be discussed at interview.

GENERAL OFFICE DUTIES:

- Deals with public in a friendly, professional manner, provide information and refer to others as needed.
- Answers phone, provide front-desk service and provide general assistance to constituents including handling complaints.
- Conducts general office duties.
- Assist in administration of Village Elections and Election Day responsibilities.
- Notary
- Deputy Registrar

TAX COLLECTION:

- Provides notification as outlined by legal calendar for taxable status, arrears, liens, exemptions, tentative and final assessment rolls, collection of taxes, etc.
- Prepares tax bills on paper and electronically, Communicates with banks electronically for necessary posting files.
- Reviews tax grievance and works with assessor on preparing assessment rolls.
- Knowledge of SCA tax program a plus.
- Coordinates tax sale.
- Maintains exemption records (i.e. aged, vets, fire)
- Print, stuff and mail 2700 tax bills. Enter taxes received in tax roll book and computer
- Prepare deposits and balance with computer printout daily.

ZONING BOARD:

Review ZBA applications from homeowners and collect fee.

- Serve as Clerk of the Zoning Board, prepares meeting materials, prepares and posts legal notices. Prepares agenda, keeps records of proceedings.
- Attends monthly meetings.

Qualified interested parties can fax resumes: Attention Village Clerk Donna Koch, or send via e-mail d.koch@northportny.gov