

## **Deputy Village Clerk Duties**

Water/Sewer daily duties are ongoing throughout the month, billing customers quarterly. Different aspects of reading, monitoring and collecting for water/sewer accounts are done on a daily basis. The village water and sewer billable accounts are read once a quarter. On a daily basis, the water department foreman is notified of any finals, water shut-offs or issues. Deputy will schedule appointments for the water department and do a follow up.

There is miscellaneous daily maintenance for accounts. For example, there are billing changes, status of account updates, name and address changes, new additions to the system, also the issuing of final bills to customers are done as needed. The application of special fees and credits are updated. It is important to maintain knowledge of the customer inactive list. There is daily, monthly and quarterly maintenance and comparison of readings reports. The meter reports for large meters is done on a monthly basis.

There is an annual levy to taxes done in October (Maple Road and Town of Lysander accounts) and then in November (village accounts). This process is what clears all the outstanding balances due from the Maple Road and Lysander accounts and also from the village accounts. A list of these delinquent balances is compiled in a specific format and are levied on the January county property taxes and the March village property taxes.

There is maintenance of the handheld reading unit (s) as needed. For example, it is loaded and unloaded each month in preparation for reading the cycle and as reading is completed. The meters along with their information are replaced as necessary and changed to be transmitted to the unit. The unit itself is sent in for annual maintenance as required.

Get the office open and ready for business (unlock both entrance doors; open safe, money drawer in register and unlock file cabinets).

Answer phones and take care of customers in the mornings primarily until the part time clerk arrives at noon. And then as needed to assist her. This includes collecting water payments, tax payments and other revenue (building permits, etc) and issue receipt if needed.

Tax searches –done as necessary. Gather information from previous tax rolls and water billing. Finish the printed document, get it signed by the Clerk and issue to customer per their request.

Bricks and benches for the village are ordered on a semi-annual basis from this office for the DPW to install.

The rental documents for village parks and Paper Mill Island are handled in this office. Monitoring of receipt of the proper paperwork is done as necessary.

When Clerk is not available, deputy is required to attend Board of Trustees meetings (first and third Thursdays of the month). This includes taking notes and preparing minutes.

Accounts Payable duties – Receive coded invoices from department heads for processing. Generate vouchers through Williamson (software program) for all invoices to be approved at the 2 monthly Village Bd meetings. Once approved, print checks and final abstract. Give checks with vouchers to the Treasurer for review and signature. Once signed, deputy mails checks. Give final abstract to village clerk for verification and distribute copies to department heads.

Banner Requests – review for appropriate info and pass on to DPW.

Shadow Village Clerk – payroll; village tax preparation; village tax collection; health insurances; liability, workers' compensation and disability insurances.