

Village of Evans Mills

8706 NOBLE STREET, P.O BOX 176
EVANS MILLS, NY 13637
315-629-4753

INCORPORATED IN 1922

Robert Boucher – Mayor
David Edwards – Superintendent
Taylor Scheer – Clerk-Treasurer
Michael Doxtater – Zoning/Code Enforcement

Position Title: Deputy Clerk–Treasurer **Supervisor:** Clerk–Treasurer

Job Summary

Under the direction of the Clerk–Treasurer, the Deputy Clerk–Treasurer coordinates and supports all administrative operations of the Village's main offices.

Hours & Schedule

- Part-Time Position
- Schedule, Monday–Friday
- 25 hours per week (50 hours per pay period)
- Typical hours: **9:00 AM – 2:00 PM, Monday–Thursday and Friday, 9:00 AM to 1:00 PM**

Start Date: As soon as possible

Compensation: \$17.00/hr depending on experience

The Village Offers

- New York State Retirement System
- Professional development opportunities (training, conferences, or certifications)
- Holidays/Weekends off
- Mileage Reimbursement

Duties & Responsibilities

- Cover the Village office for full-time hours in the absence of the Clerk–Treasurer, ensuring uninterrupted administrative operations.
- Assist the Clerk–Treasurer with daily office operations, administrative tasks, and special projects to ensure smooth functioning of Village offices.
- Collect and process payments, maintain accurate financial records, reconcile accounts, and prepare bank deposits.
- Process payroll for all Village employees, including regular, overtime, and special payroll runs; prepare retirement reports and manage accounts payable.
- Maintain employee attendance records, leave balances, and respond to inquiries from the NYS Retirement System.
- Onboard new employees, ensuring completion of all payroll, benefits, and employment documentation.
- Serve as a primary point of contact for residents, answering phone calls, responding to inquiries, and providing guidance on Village services.
- Process building permits, zoning applications, and other regulatory paperwork in accordance with local and state laws.

- Manage incoming and outgoing mail, track correspondence, and resolve resident complaints in a professional and timely manner.
- Prepare tax searches, support Village Board meetings by compiling agendas, packets, and taking detailed minutes.
- Maintain the Village calendar and oversee digital communications, including website updates, newsletter creation, and social media management.
- Process Workers' Compensation and NYS Disability claims, ensuring compliance with all relevant laws and regulations.
- Perform general clerical duties such as filing, scanning, and records management, serving as Deputy Records Management Officer.
- Process quarterly billing for water, sewer, and refuse services, monitor payments, and follow up on delinquencies.
- Maintain and organize vendor files, contracts, and service agreements to ensure accessibility and compliance.
- Support special projects and perform additional administrative duties as assigned by the Clerk-Treasurer or Village Board.

Required Skills & Qualifications

- Must be at least 18 years old
- U.S Citizen
- Jefferson County Resident
- Ability to lift up to 20 lbs (records room boxes)
- Excellent verbal and written communication skills
- Strong attention to detail with solid organizational and multitasking abilities
- Knowledge of bookkeeping and basic accounting principles preferred
- Ability to handle confidential information with discretion and professionalism
- Notary Public is a plus
- Successful completion of a background check and drug testing is required

Additional Information

This job description is not intended to be all-inclusive. Employees may be required to perform other related duties as needed to meet the ongoing needs of the Village.

Learn more about the Village of Evans Mills by visiting our website:

<https://www.villageofevansmills.gov>

Application Process

Please send resumes to **Taylor** at evansmillsclerk@outlook.com.

Applications will be reviewed after 2/1/26

Job Type: Part-Time