

Deputy Village Clerk-Treasurer

The Village of Baxter Estates is seeking a detail-oriented, dependable, and community-focused individual to serve as our Deputy Village Clerk-Treasurer. This is a key administrative role that supports the Village Clerk-Treasurer in managing day-to-day municipal operations, maintaining accurate records, supporting regulatory compliance, and ensuring exceptional public service.

The Deputy will assist with administrative, clerical, financial, and permitting functions across all departments and may serve as Acting Clerk-Treasurer in the absence of the Village Clerk-Treasurer.

Duties and Responsibilities

Building Department:

- Receive and process applications, ensuring all required documentation is complete, current, and valid. Verify submissions, track expiration dates, and update records in the Building Department software system accordingly.
- Coordinate with residents or contractors on permit-related issues.
- Maintain logs of property violations or enforcement actions for reference.
- Maintain up-to-date databases of all licenses and permits issued.
- Manage pool permit process—mail applications, review and process submissions, coordinate inspections with the Code Enforcer, and ensure all properties comply with state and local pool safety regulations.
- Assist in responding to Freedom of Information Law (FOIL) requests in accordance with state regulations.
- Maintain office supply inventory—track and reorder supplies as needed; print and restock frequently used forms such as permit applications, FOIL requests, and licensing paperwork.
- Conduct title searches—research property records, permits, and code compliance history; prepare and issue responses to attorneys, title companies, or prospective buyers as requested.
- Assist residents and contractors with permit application questions and zoning requirements.
- Support Zoning and Planning Board processes with application intake, notifications, and scheduling.
- Attend Zoning and Planning Board meetings, ensuring all necessary participants (stenographer, applicant, board members, and legal counsel) are confirmed in advance.
- Take accurate minutes, facilitate the meeting process, and ensure all decisions are documented and properly filed in accordance with legal requirements.
- Track permit expirations and send reminders for renewals or inspections.
- Draft and send official correspondence regarding permit decisions, denials, or conditions.

Clerical and Administrative Support

- Assist the Village Clerk-Treasurer in preparing meeting agendas, minutes, and official correspondence when necessary.
- Maintain Village records, including resolutions, ordinances, contracts, and other legal documents.
- Handle filing, digitizing, recordkeeping, and ensuring proper storage and retrieval of official records.
- Process incoming and outgoing correspondence, responding to resident inquiries or directing them as necessary.

- Assist in preparing materials for Village Board of Trustees meetings, including drafting agendas and supporting documents when instructed.
- Attend Village Board meetings, public hearings, and other official functions, on an as needed basis, taking accurate minutes and documenting decisions.
- Distribute information and follow up on actions or directives from the Board.
- Process various Village permits and licenses, such as groundskeeper licenses, or event permits.
- Maintain and update official Village records, ensuring they are accessible and in compliance with retention policies.
- Assist in responding to Freedom of Information Law (FOIL) requests in accordance with state regulations.
- Provide courteous and professional service to residents, answering questions and addressing concerns.
- Serve as the main point of contact for general inquiries about Village operations, events, and services.
- Assist in maintaining the Village's website, and social media channels with public notices.
- Update Village bulletin boards and Facebook page with community events, public notices, and important resident information in a timely and accurate manner.
- Assist with the coordination of local elections, including ballot preparation, polling site preparation, and working with election officials.
- Assist in preparing mailings for newsletters, tax bills, legal notices, or community announcements.

Treasurery Responsibilities

- Assist in maintaining accurate financial records, including tracking revenues from fees, fines, and other sources.
- Receipt all incoming payments.
- Support the Village Clerk-Treasurer in preparing annual budgets, financial reports, and audits where necessary.
- May assist with payroll, accounts payable/receivable, and grant management tasks as needed.

Perform any and all duties and responsibilities as requested by the Clerk-Treasurer or Village Mayor.

Qualifications

- *Education:* High school diploma or equivalent required; Associate's or Bachelor's degree in related field preferred.
- *Experience:* Previous experience in municipal government, public administration, or office management is highly desirable.
- *Skills:* Strong organizational skills and attention to detail. Excellent written and verbal communication abilities. Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and familiarity with database management. Ability to handle multiple tasks simultaneously and meet deadlines. Knowledge of state and local government procedures, records management, and financial processes is a plus.