

**COUNTY OF TIOGA**  
**DEPARTMENT OF PERSONNEL AND CIVIL SERVICE**

56 Main Street – Owego, New York 13827 – Tele.: (607) 687-8494 – Fax: (607) 223-7074



**NOTICE OF VACANCY**

Revised **04/16/08**

**DEPUTY VILLAGE CLERK - TREASURER**

The work involves all responsibilities of performing duties related to the provision of required services and activities in the Village Clerk's office. High level of organization, multi-tasking, accuracy of work, and attention to detail while progressing in a timely manner are of utmost importance.

The title of Deputy Village Clerk-Treasurer for the Village of Newark Valley is classified as **Exempt** in accordance with Tioga County Civil Service rules. Appointment to the position is to run with the term of the Mayor as determined by the Village of Newark Valley Board of Trustees.

**Range of Work Hours:** Monday - Friday

**Salary:** \$22,880.00 annually or DOE; Benefit package available

**Location:** Village of Newark Valley

**MINIMUM QUALIFICATIONS:** Either

- (a) Graduation from a regionally accredited or New York State registered college or university with an associate's degree in accounting, business administration, public administration or a related field AND two (2) years of full-time paid accounting experience, or its part-time equivalent; OR
- (b) Graduation from high school or possession of a high school equivalency diploma AND completion of at least eight (8) credit hours in accounting from a regionally accredited or New York State registered college or university and four (4) years of full-time paid accounting experience, or its part-time equivalent; OR
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

**Apply to:** Village of Newark Valley – Clerk's Office  
PO Box 398  
9 Park Street  
Newark Valley, NY 13811  
(607) 642-8686  
Fax (607) 642-5616  
[vonvclerk@stny.rr.com](mailto:vonvclerk@stny.rr.com)

**Application Deadline**  
**for Vacancy Posting:**

Applications will be accepted until position has been filled.