



Job Title: Deputy Clerk

Location: Village of Saranac Lake

Appointment: Mayoral appointment with Board of Trustee approval

Full Time: 40 hours per week

Salary Range: \$65,000+

Position Summary:

The Deputy Clerk provides administrative, management, and operational support.

Typical Work Activities:

- Assists in maintaining custody, organization, and accessibility of official Village records, documents, and files
- Provides administrative support to Village board
- Serves as a point of contact for the public
- Assists with financial processes
- Assists with personnel-related processes
- Assists with payroll and benefits administration processes
- Assists with administrative coordination, scheduling, preparation of reports, correspondence, and internal communications
- Administers communications platforms and materials as directed
- Performs related duties as assigned