

March 14, 2022

The Village of Great Neck is accepting resumes to fill the position of Deputy Village Clerk:

The Candidate should possess the following qualifications:

- Experience in municipal government
- Ability to work well with the public
- Strong technology, organization, written and communication skills
- Works well independently and a self-starter
- Knowledge of SCA Tax System and NYS Real Property Tax System (RPS) a plus

In addition, the successful candidate will need to perform the following responsibilities including but not limited to:

- Assist the Village Clerk in the day to day operations of Village
- Manage constituent complaints and respond or forward as appropriate
- Coordinate meetings for the BOT, including preparing legal notices, preparation of agendas and minutes
- Maintain and update property tax software and tax billing software
- Create tentative and final assessment rolls
- Manage property tax exemption applications and grievance applications
- Assist in creating tax bills and collection of taxes
- Maintain the Village website
- Issue various permits
- Prepare and manage village grants and coordinate with other government agencies (FEMA, NC, TONH, NCPD)
- Process claims submitted against the Village
- File required forms with Civil Service
- Assist with FOIL requests

Please send all resumes to acohan@greatneckvillage.org

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