

JOB OPPORTUNITY

The Village of Sea Cliff is accepting resumes to fill the full time position of Deputy Clerk.

The Deputy Clerk assists in preparation of meeting agenda's, resolutions and legal postings. Carries out administrative work relating to permits, licenses, applications and general office work. Assists Village Treasurer with tax receipts, payroll and accounts payable. Maintains records and prepares reports.

Applicant must be computer literate, ability to maintain confidentiality with strong organizational and communication skills. Bachelors degree or four years of satisfactory office management experience.

All interested parties should send resumes to:

Marianne Lennon, Village Clerk

PO Box 340

Sea Cliff, NY 11579

Or by email to : mlennon@seacliff-ny.gov