

Job Title: Deputy Clerk-Treasurer (part-time)

Location: Village of South Floral Park, NY

Job Overview:

The Deputy Clerk-Treasurer is expected to assist with the daily operations of the municipality and provide continued administrative support to the Clerk-Treasurer, including attending evening Board meetings in the Clerk's absence. This position requires regular interaction with residents and vendors and efficient communication with administrators.

Key Responsibilities:

- Primary point of contact for all phone and visitor inquiries.
- Assist with day-to-day operations of the village including, but not limited to, building department, code violations, purchasing, emergency notification alerts, property tax payments, village elections, and updating social media.
- Provide backup support to the Village Administrator, which includes attending after-hours meetings as needed and special projects as requested by the Village Administrator.
- Deputy registrar to issue birth and death certificates.
- Manage staff in the absence of the Administrator.
- Provide daily clerical support as needed to other village departments.

Qualifications:

- At least one year of similar, verifiable experience in a municipal environment.
- Proficiency in Microsoft Office Suite, Excel, and QuickBooks.
- Excellent written and verbal communication skills.
- Excellent interpersonal skills and experience working with the public.
- Exceptional attention to detail and organizational skills.
- Ability to handle confidential information with discretion.
- Knowledge of municipal finance is a plus.

Why Join Us:

You will have the opportunity to work with a dedicated team that values integrity, respect, and commitment. We are an equal-opportunity employer, and we encourage all qualified individuals to apply.

How to Apply:

Please read the above specifics before applying. If you meet the qualifications and are ready to bring your expertise to our team, please apply with your resume and salary requirements via email to villageclerk383@optimum.net or by fax to 516-352-0651. Resumes may also be dropped off in person or mailed to the village hall of the Village of South Floral Park, 383 Roquette Avenue, South Floral Park, NY 11001.

Only those candidates selected for an interview will be contacted. Background and reference checks will be conducted. We thank all applicants for their interest in our municipality.