

**Job Title:**

Village Clerk, Village of Old Field.

**Old Field Description**

The Village of Old Field, located on the North Shore of Suffolk County north of Stony Brook, has a population of 900 residents. The Village Hall is located in the historic Old Field Lighthouse.

**Job Description**

We're looking for a part-time employee (18 hours per week: Mondays, Tuesdays, and Thursdays from (9:00 AM to 3:00 PM). The salary range is \$31.75 to \$38.00 /hr. with annual raises and training available.

The Village Clerk is the administrative head of the village government of Old Field and carries out the day-to-day managerial tasks including:

- Handling resident requests and insuring quality customer service.
- Effectively communicating with the public, employees, Village Board members and other local, state and public officials.
- Maintaining, filing, and organizing all Village records (including property tax assessment rolls), making such records available, and processing FOIL requests.
- Preparing agendas for Village Board meetings and taking and maintaining detailed meeting notes consistent with NYS law.
- Preparing for and overseeing annual Village elections.
- Serving as liaison to the Village Planning Board and Zoning Board of Appeals.
- Reporting to the Village Mayor and completing special assignments as required.
- Providing support, as needed, to the Village Treasurer, in the performance of such duties as issuing tax receipts, preparing payroll, processing accounts payable, and reconciling bank and other financial statements.

Applicants should have knowledge of Word, Excel, Constant Contact and Quick-Books.

**Submission of Application**

Interested candidates should submit their resume and two references by email to [Villageclerk@oldfieldny.org](mailto:Villageclerk@oldfieldny.org). The telephone contact number is 631-941-9412. We look forward to hearing from you.