

Full-time position for a Deputy Clerk/Court Clerk position with the Inc. Village of Roslyn Harbor.

Hours 8 am – 3 pm Monday – Friday. In addition, 2 nights required. Benefits included.

Deputy Clerk

Assists the Village Clerk/Treasurer in directing and implementing the administration of all village affairs. Ideal candidates will have experience and knowledge of government operations and procedures, recordkeeping, document management and tax collection.

Excellent written, oral communications and organizational skills essential. Proficiency in Excel and Word required. Knowledge of Municipality Building Department Software and Edmunds Tax Software a plus.

Job Duties (included but not limited to):

- Manage Building Department/Assistant to Building Superintendent
 - Oversee and process permit applications
 - Manage Zoning and Planning Board meetings
 - Prepare and publish notices for Zoning and Planning Board Applications
- Assist with preparation of packets for Board of Trustee meetings
- Prepare Minutes of Monthly Board Meetings
- Compose correspondence, notices, and other documents as directed by Village Clerk /Treasurer
- Provide general assistance to residents, including handling complaints
- Assist and process FOIL applications
- Interact with Building Department and Code Enforcement
- Assist with tax billing and collection
- Assist in preparation of Claim Forms/Vouchers and receivable transactions for posting
- Assist Clerk/Treasurer with Financial Reports
- Assist in administration of Village Elections

Court Clerk

Previous Court experience and knowledge of SEI software a plus. Strong customer service skills to interact with the public. One Court night a month is required. The position includes various clerical duties to provide administrative support to Court staff. Work closely with Code Enforcement and Building Department.

- Process traffic, parking and Code violations for the Village of Roslyn Harbor Court
- Maintain case files in SEI Courtroom program – data entry/payments
- Manage Court calendar
- Submit monthly Court reports
- Manage Court finances
- Provide administrative support to Prosecutors and Judges

Interested candidates please e-mail Marla Wolfson, Village Clerk at clerk@roslynharbor.org.