

**From:** [Chrissy Kiernan](#)  
**To:** [Chrissy Kiernan](#)  
**Cc:** [rshea@stewartmanor.org](mailto:rshea@stewartmanor.org)  
**Subject:** FW: Job Opening - Clerk to the Village Justice Stewart Manor (Part-time or Full-time) (LIVCTA)  
**Date:** Monday, September 29, 2025 4:18:38 PM  
**Attachments:** [Clerk Village Justice, FT Employment Application 40 HRS.doc](#)  
[Clerk to the Village Justice job description 2025.docx](#)  
[Clerk Village Justice, PT Employment Application 29 HRS.doc](#)

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**From:** Rosaleen Shea <[rshea@stewartmanor.org](mailto:rshea@stewartmanor.org)>  
**Sent:** Monday, September 29, 2025 4:09 PM  
**To:** Chrissy Kiernan <[CKiernan@villageofwestbury.gov](mailto:CKiernan@villageofwestbury.gov)>  
**Subject:** Job Opening - Clerk to the Village Justice Stewart Manor (Part-time or Full-time)

Dear Chrissy;

Can you please send out to the Association. Thank you.

The Village of Stewart Manor is seeking to fill a vacancy to the Clerk to the Village Justice position for its Justice Court. The vacancy is for either:

1. Hourly Part-time for 29 hours per week (no benefits: holiday pay included 4 hours each holiday);
2. Salaried Appointed Full-time for 40 hours per week (with medical, dental, holiday, vacation, NYS deferred compensation plan).

The Village reserves the right to establish the position to be part-time or full-time dependent upon and commensurate to the applicants' interests and qualifications. The position is an exempt Civil Service position and is thereby appointed annually by the Mayor and Board of Trustees. Please see attached applications and job description. All applicants are required to submit a resume attached to the application.

Please send all applications to:  
The Village of Stewart Manor  
120 Covert Ave  
Stewart Manor, New York 11530  
Attn: Rosaleen Shea, Village Administrator

Thank you,  
Rosaleen Shea  
Village Administrator / Clerk-Treasurer  
Village of Stewart Manor  
516-354-1800

