



VILLAGE OF POQUOTT
Incorporated January 1931

Incorporated Village of Poquott

45 Birchwood Avenue
Poquott, NY 11733

Telephone (631) 476-4043 • Fax (631) 331-0402

Website: www.villageofpoquott.com

Now Hiring: Part-Time Village Clerk (Evening Meetings Required)

The Village of Poquott is seeking a qualified and detail-oriented individual to serve as Village Clerk. This position is central to the daily operations of the Village and plays a key role in supporting the Board of Trustees, Planning Board, and Building Department. The role of Village Clerk is a mix of statutory duties, records management, and day-to-day administrative coordination.

Responsibilities include:

- Preparing for, supporting, attending and recording of minutes for Planning Board, and Board of Trustees meetings.
- Managing Building Department operations, including application intake, tracking, and coordination with the Building Inspector through weekly meetings.
- Processing and of issuing permits.
- Serving as Records Access Officer (FOIL) and maintaining official Village records.
- Preparing and issuing Village tax bills and processing payments.
- Coordinating and administering Village elections in accordance with NYS law.
- Serving as the primary point of contact for residents and handling general inquiries.
- Coordinate with the Village Treasurer and Bookkeeper on financial operations and recordkeeping.
- Supervise office staff and work closely with the Deputy Clerk to maintain efficient day-to-day Village operations.

Qualifications:

- Strong organizational and communication skills
- Ability to manage multiple tasks and deadlines
- Proficiency in Microsoft Office and general office systems
- Municipal experience preferred but not required

Position Details:

- Part-time position, approximately 15 hours per week, plus meetings.
- Evening meeting attendance is required

To apply, please submit a resume and cover letter to clerk@villageofpoquott.com