

Job Title: Part-Time Assistant to the Village Administrator/Clerk and Interdepartmental Clerical Support
Location: Village of Head of the Harbor (St. James, NY)
Hours: 15 hours per week
Office Hours: Tuesday through Thursday, 9:00 AM – 2:00 PM (some flexibility may be possible)
Compensation: \$27.00 – \$30.00 per hour (Commensurate with experience)
Benefits: Enrollment in the New York State Retirement System (No medical/dental benefits)

Job Description

The Village of Head of the Harbor is seeking a detail-oriented, highly organized individual for a part-time position supporting the Village Administrator/Clerk, Treasurer and providing other interdepartmental clerical assistance. This role requires strong administrative capabilities, excellent communication skills, and the ability to multitask in a professional municipal environment. This is an onsite position.

Key Responsibilities

- Provide comprehensive clerical and administrative support to the Village Administrator/Clerk.
- Assist in the processing of A/P invoices and tax billing and receipting.
- Assist various village departments with data entry, filing, record-keeping and purchasing.
- Greet visitors, answer phone calls, and respond to public inquiries.
- Other duties as assigned.

Required Qualifications

- Strong secretarial and office management skills.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook).
- Excellent organizational skills and attention to detail.

Preferred Qualifications (A+)

- Active New York State Notary Public.
- Experience maintaining websites.
- Experience with bookkeeping/accounting software.
- Experience with Laserfiche document management software.
- Experience with Williamson Law Book building department software.

To apply, please submit your resume and a brief cover letter outlining your availability and salary expectations to HR@HeadoftheHarborNY.GOV