

VO Sands Point Deputy Village Clerk (future Village Clerk)

Summary

- Be able to serve and step in as Village Clerk, if and when needed from day one.
- Be able to succeed the existing Village Clerk upon retirement.
- A great village with broad responsibilities—Sands Point has its own police, water, and country club departments.
- Top pay commensurate with Village Clerk (even though initially role of Deputy).

Skills

- Education: Bachelor's Degree preferred.
- Strong excel and financial skills.
- Excellent interpersonal, organizational, and follow-through skills
- Strong sense of how to balance resident (aka customer) and village (aka the business's) interests.
- Strong paralegal skills are a plus (you are not expected to be an attorney).
- Strong written and language skills.
- As indicated, top pay.

Please send resume and cover letter to MayorAndClerk@SandsPoint.gov

by September 14, 2026