INCORPORATED VILLAGE OF EAST HILLS

POSITION ANNOUNCEMENT

DEPUTY VILLAGE CLERK

Nassau County, New York | Civil Service Code: GFF

POSITION OBJECTIVE

The Village of East Hills is seeking a highly organized, detail-oriented, and service-oriented professional to serve as Deputy Village Clerk. Under the direction of the Village Clerk, the successful candidate will assist in managing the Village's administrative operations, supporting the Board of Trustees, coordinating municipal activities, and overseeing various personnel and recordkeeping functions. The ideal candidate will possess strong organizational, communication, and management skills, exercise sound judgment, and demonstrate a commitment to providing efficient, professional, and responsive service to Village officials, employees, residents, and the public.

PRIMARY RESPONSIBILITIES

- Assists the Village Clerk in managing daily administrative operations and coordinating municipal functions.
- Prepares and organizes agendas, resolutions, directives, correspondence, and supporting documentation for Board of Trustees meetings.
- Assists with preparation and administration of the annual Village budget.
- Coordinates and administers employee benefit programs, including health insurance and retirement benefits, and processes Civil Service personnel transactions in accordance with applicable Nassau County Civil Service rules and regulations.
- Reviews and processes applications, licenses, permits, bonds, insurance policies, certificates, and other official documents.
- Maintains official Village records, files, and correspondence and prepares reports as required.
- Explains and interprets Village policies, procedures, rules, and regulations to employees and the public.
- Coordinates with Village departments, outside agencies, and municipal representatives to facilitate efficient operations.
- Assists with improving administrative procedures, recordkeeping, and customer service.
- Plans, assigns, and supervises clerical and administrative personnel, as required.
- Performs other related duties as assigned by the Village Clerk.

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QUALIFICATIONS

Minimum Qualifications (Nassau County Civil Service):

- Bachelor's degree from a regionally accredited or New York State registered college or university; and
- One (1) year of satisfactory office management experience in a support role to higher-level administrators.

Experience in excess of the required one-year experience may be substituted for college education on a year-for-year basis, up to a maximum of four (4) years.

Desired Skills and Abilities:

- Knowledge of municipal administration, office management, and personnel administration.
- Strong organizational, analytical, and problem-solving skills.
- Excellent written and verbal communication skills.
- Ability to manage multiple priorities, maintain accurate records, and supervise administrative personnel.
- Proficiency in standard office technology and computer applications.
- Commitment to professionalism, confidentiality, accountability, and excellent customer service.

CIVIL SERVICE CLASSIFICATION

Title: Deputy Village Clerk – Villages
Nassau County Civil Service Code: GFF

Appointment is subject to applicable Nassau County Civil Service rules, qualifications, and eligibility requirements.

COMPENSATION AND BENEFITS

Competitive salary and benefits commensurate with qualifications and experience.

To Apply: Submit a resume and cover letter to Village of East Hills Human Resources' Department.

Application Deadline: December 10, 2026

The Village of East Hills is an Equal Opportunity Employer.