

**Village of**



**Mamaroneck**

***Village Hall At The Regatta***

***P.O. Box 369***

***123 Mamaroneck Avenue***

***Mamaroneck, N.Y. 10543***

OFFICE OF  
RICHARD SLINGERLAND  
VILLAGE MANAGER

TELEPHONE  
(914) 777-7703  
FAX NUMBER  
(914) 777-7760

March 24, 2017

**Help Wanted – Deputy Village Clerk, Clerk/Treasurer's Office**

The Village of Mamaroneck, NY, is seeking a full time Deputy Clerk for our Clerk/Treasurer's Office. Duties include working under the direction of the Clerk/Treasurer in all areas of responsibility as mandated by law and by action of the Board of Trustees. Duties include preparing Board meeting agendas, extract resolutions and minutes; attend Board of Trustees meetings to present village business if necessary; distribute approved laws/changes to code; upload material to Village website; Secretary to Ethics Board; issuance of permits and licenses; issuance of burial, death and birth certificates; coordinate bond resolutions; prepare all material for Annual Organizational Meeting; update Roster and notify all appointed Board and Committee members of their appointment; answer correspondence, perform secretarial work as assigned; post legal notices; assist in preparation of budget materials; may purchase supplies and equipment for the Village; receives and pays, after approval, bills of the Village; acts for and on behalf of the Village Clerk in his/her absence; assist with answering phones and helping with the customer service counter. In addition to the above related duties, an understanding of the Deputy Treasurer's functions in the department is necessary; may perform other incidental tasks, as needed. This is a Deputy level position and is in the exempt class under Civil Service Law, meaning that the candidate will not be required to take and pass a civil service exam for appointment. Annual Salary is in the range of \$72,000 to \$76,000, DOQE. Minimum qualifications are a High School Diploma or high school equivalency diploma and 2 years of responsible administrative or supervisory work experience; or a satisfactory equivalent combination of training and experience sufficient to indicate ability to do the work. Since this is a full time job, medical benefits are included with contribution of 25% of the premium for the first 10 years of employment, plus life insurance, dental insurance, eyeglass plan, and other related benefits the same as other non-union employees of the Village.

Deadline is 12 Noon, Wednesday, April 12, 2017.

Applicants are encouraged to submit a cover letter and resume attention:  
Village Manager's Office, Attention Assistant Village Manager Dan Sarnoff  
123 Mamaroneck Avenue  
Mamaroneck, NY 10543.  
Phone: 914-777-7703;  
Fax: 914-777-7760.  
E-mail is [dsarnoff@vomny.org](mailto:dsarnoff@vomny.org)

The Village of Mamaroneck is an Equal Opportunity Employer, and is fully committed to maintaining a workplace free of discrimination and harassment based on race, gender, religion, age, color, national origin, disability, sexual orientation, and other non-merit factors. All persons applying for employment and employed by the Village shall be afforded equal employment opportunity in initial employment and consideration for advancement.

**THE FRIENDLY VILLAGE**