

VILLAGE OF FLEISCHMANN'S

Vacancy for the Position of VILLAGE CLERK

Village of Fleischmann's does not discriminate and is an Equal Opportunity Employer.

For further information and applications, contact

Village of Fleischmann's
1017 Main Street
Fleischmann's, NY 12430
Tel: (845)254-5514
www.fleischmannsny.com

DUTIES AND RESPONSIBILITIES:

Duties include responsibility for tax collection and reporting for real estate taxes, water department billing and collection, sewer department billing and collection; care and custody of all official records and documents of the Village of Fleischmann's, administration of all Village and special elections, accurate recording of all Board of Trustee proceedings and actions, including taking of minutes of Board of Trustee meetings, Planning Board meetings, Zoning Board of Appeals meetings; providing administrative support for the Mayor and Trustees as needed, working with insurance companies providing coverage for the Village, acting as Freedom of Information Officer, providing research and information services to the public and Village personnel, performing the statutory duties as set forth in the New York State Village Law §4-402; coordination of communication among departments and staff regarding residents, inquiries and concerns.

MINIMUM QUALIFICATIONS:

Qualified candidates should possess an Associate Degree and three to five years in a professional office setting with progressive experience. Alternate qualifications will be considered. Applicants must be proficient with computer skills including Microsoft Office, have strong English language skills and mathematical ability. Candidates must be able to multi-task in a face-paced environment, possess excellent organizational skills and have analytical ability. Additionally, the individual must have strong communication and interpersonal skills, be able to work with different groups of people, maintain a professional appearance and enjoy working with the public. Experience working for a municipality is preferred.

Interested candidates should visit the Village's website for an application. Candidates must also submit a cover letter, job application form, and a resume with three professional, work related references to:

Village39@catskill.net

or

Village Office
1017 Main Street, PO Box 339
Fleischmann's, NY 12430

Applications should be received no later than August 16, 2017