



VILLAGE OF TARRYTOWN

One Depot Plaza, Tarrytown, New York 10591-3605

www.tarrytowngov.com

Mayor

KAREN G. BROWN

Deputy Mayor

REBECCA McGOVERN

Trustees

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PAUL RINALDI

VILLAGE ADMINISTRATOR

914-631-1785

VILLAGE TREASURER

914-631-7873

VILLAGE CLERK

914-631-1652

VILLAGE ENGINEER

914-631-3668

DEPT. OF PUBLIC WORKS

914-631-0356

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February 3, 2023

Help Wanted – Court Clerk, Village of Tarrytown, NY

The Village of Tarrytown is seeking an experienced and qualified person for the full-time position of Court Clerk. The Court Clerk will work under the direction of the Justice of the Tarrytown Village Court, the chief elected judicial official with the Village. The Court Clerk is a department-head level position. The Court Clerk will assist in all aspects of the operation of the Village Justice Court. This is an exempt-class position meaning no civil service test is required. In order to be eligible for consideration, candidate must meet the minimum civil service qualifications for the position, but it is preferred that candidates presently hold the titles of Assistant Court Clerk, Deputy Court Clerk or Court Clerk in a municipality. All candidates must live in the State of New York to be considered. Applicable experience includes a wide variety of administrative and clerical tasks related to the normal operation of a municipal court. Candidates must demonstrate the ability to communicate effectively both orally and in writing, comprehend legal documents, operate standard office equipment, computers and software, and accurately maintain records. Candidates must show attention to detail, an ability to work independently, a positive attitude and excellent customer service and interpersonal skills.

Annual starting salary is in the range of \$80,000 to \$90,000, DOQE, with applicable benefits for medical, dental, vision, life insurance, and other benefits are available as offered to non-union, management employees.

The preferred start date to fill this position is on or about May 1, 2023, to allow an overlap of approximately three months with the new court clerk and the current court clerk who is retiring at the end of July, 2023.

Applicants are encouraged to submit a cover letter and resume attention Village Administrator Richard Slingerland via e-mail at Administrator@tarrytowngov.com. Deadline for applications is 12 Noon on Friday, March 3, 2023.

Minimum qualifications are graduation from high school or a high school equivalency diploma, although a college degree is preferred.

The Village of Tarrytown is an Equal Opportunity Employer and is fully committed to maintaining a workplace free of discrimination and harassment based on race, gender, gender identification, 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.