



# VILLAGE OF TARRYTOWN

One Depot Plaza, Tarrytown, New York 10591-3605

www.tarrytowngov.com

*Mayor*

KAREN G. BROWN

*Deputy Mayor*

REBECCA McGOVERN

*Trustees*

ROBERT HOYT

DAVID KIM

THOMAS MITCHELL

PAUL RINALDI

EFFIE PHILLIPS-STALEY

*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

*FAX NO.* 914-909-1208

## JOB POSTING

### PART-TIME INTERMEDIATE CLERK FOR VILLAGE COURT

Start Date: As soon as possible

Hours will be from 10am to 2pm, two or three days per week, variable

February 21st, 2023

The Village of Tarrytown is seeking to hire one (1) Part-Time Intermediate Clerk to work ten to fifteen hours per week, or twenty-five hours per pay period. Hours and days must be somewhat flexible as the job is shared with another Clerk.

The Intermediate Clerk performs a wide range of duties, including but not limited to answering telephone calls, processing parking, vehicle and traffic payments, handling court mail and correspondence, researching records and interacting with members of the public, enforcement agencies, etc. The successful candidate must be able to multi-task and have attention to detail. The position requires the use of computer applications or other automated systems to perform work assignments. No Civil Service test required for this part-time position.

The starting hourly wage is twenty-five (\$25) per hour. This position is available immediately. Interviews will be rolling until a successful candidate is identified. Interested persons should contact Village Court Clerk Magaly Hernandez, as follows:

E-mail: [mhernandez@tarrytownny.gov](mailto:mhernandez@tarrytownny.gov)

Magaly Hernandez, Court Clerk  
Tarrytown Village Justice Court  
One Depot Plaza  
Tarrytown, NY 10591

Phone: 914-631-5215

Fax: 914-645-8361

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.