

**The Village of Penn Yan is seeking candidates for the full-time position of Deputy Clerk.**

**Key responsibilities** include coordinating and facilitating with Village Board, Village departments, and external organizations; recording secretary for Village Board and sub-committees; assisting with community requests, engagement, and education; processing tax bills, invoices, and payments; maintaining official Village records and responding to Freedom of Information Law requests; processing Vital Statistics, applications, and issuing licenses, permits, and certificates; assisting with payroll processing; and various customer service related functions in person and via telephone.

**Keys to success** include excellent verbal and written communication skills; being professional and courteous with external customers, organizations, and Village officials while working effectively in a team environment; great organizational skills and attention to detail.

Starting rate is \$24.92/hour, plus a highly competitive benefits package.

Position minimum qualifications include graduation from high school or possession of a high school equivalency diploma, or higher level of education; AND two (2) years of clerical experience maintaining financial accounts and records. This is a provisional full time, 40 hour per week, NYS Civil Service competitive class position, subject to Civil Service rules for eligibility, and **requires the individual to take a Civil Service exam at a future date.**

**Interested applicants should apply by 6/30/25 by submitting an application and resume to the Yates County Personnel Office at 417 Liberty St, Penn Yan, NY 14527 or online at <https://mycivilservice.yatescountyny.gov/>.**

*The Village of Penn Yan is an equal opportunity employer and a drug free workplace.*