



# VILLAGE OF WASHINGTONVILLE

## PART-TIME CLERK

The Village of Washingtonville is seeking applications for a **Part-Time Clerk, Monday to Friday from 12pm - 4pm at Village Hall.**

Some of the duties include assisting residents and answering telephones regarding routine information for the public. Applicants should have experience using Microsoft Office programs including Excel/Word. Filing/typing of office documents and financial background is necessary. Duties include scanning financial documents and assist Village Clerk and Treasurer.

Applications are available at Village Hall, Village Website, or can be found by following [orangecountygov.com](http://orangecountygov.com) – Employment Opportunities – Civil Service Documents/Application for Employment.

Resume and Application must be returned by **April 30, 2024** to:

Christine Shenkman, Village Clerk

9 Fairlawn Drive, Washingtonville, NY 10992

Or emailed to: [Christine@washingtonville-ny.gov](mailto:Christine@washingtonville-ny.gov)

Village of Washingtonville (845) 496-3221