



VILLAGE OF WASHINGTONVILLE

PART-TIME CLERK

The Village of Washingtonville is seeking applications for a **Part-Time Clerk** at Village Hall.

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

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

Resume and Application must be returned by November 11, 2024, to:

Christine Shenkman, Village Clerk

9 Fairlawn Drive, Washingtonville, NY 10992

Or emailed to: Christine@washingtonville-ny.gov

Village of Washingtonville (845) 496-3221