



Mayor: Robert Allen
Deputy Mayor: Robert Ryan

Trustees: Deb Alter, Robert Decker, Kevin O'Malley,
Doug Sauer, and Dan Schuttig

May 8th, 2023

The Village of Hoosick Falls is now accepting applications for Village Clerk.

Position: Village Clerk

Village of Hoosick Falls – Full time – 32.5 Hours/Week Mon-Fri

Pay Rate: \$40,000/yr with Benefits

The Village of Hoosick Falls is looking for a candidate to join our Village Office as the Village Clerk.

The Village Clerk maintains custody of the village seal, books, records and papers; serves as the clerk of the Board of Trustees and all other Village Boards, including the Planning Boards and Zoning Board of Appeals; maintains the records of all village resolutions, meeting minutes, and local laws; assists with getting information for the agenda for the monthly Village Board meetings and keeps detailed meeting notes at the monthly meeting; works with the Treasurer and Deputy Clerk to get the utility bills and property taxes entered into the system and out to the village homeowners; responsible for tax collections for the village; and other duties as assigned by the Village Mayor and/or Board of Trustees.

We are looking for someone who likes working with people, has strong organizational skills, is comfortable with programs like Microsoft Word and Excel, and has great communication skills to serve the public, the Village Employees and the Village Board of Trustees.

JOB QUALIFICATIONS

Has good secretarial practice or related experience with municipal record-keeping, can demonstrate the ability to relate with people in a personable and positive manner, willing to work as a team, decent knowledge of computers, and desire to learn.

Submit applications/resumes to the Village Office, or via email to Mayor Robert Allen at mayor@hfvillage.org

Deadline to submit applications is Wednesday, May 17th, 2023.