

Village of Schuylerville – Part Time Clerk

The Village of Schuylerville is seeking a dependable and detail-oriented individual to serve as a clerk in the Village office.

Key Responsibilities:

- Answer and direct phone calls and in-person inquiries
- Front window accepting bills and selling garbage stickers
- Support the Village Clerk and Treasurer with clerical tasks
- Maintain confidentiality and professionalism at all times

Minimum Qualifications:

- High school diploma or GED required
- Strong organizational and communication skills
- Prior experience in an office or municipal setting a plus
- Ability to work independently and as part of a small team

Hours & Compensation:

- Monday-Wednesday 9am-1pm possible Thursdays or extra hours Mon-Wednesday
- Minimum wage
- This position reports to the Mayor

How to Apply:

Submit an application and a resume to the village office or email

Email: jnevins@villageofschuylerville.org

Subject: *Office Assistant Application*

Applications will be reviewed on a rolling basis until the position is filled