

Village of Mamaroneck
123 Mamaroneck Avenue
Mamaroneck, NY 105.43
914-825-8124
sroberts@vomny.org

Deputy Village Clerk Position
Salary Range: \$90,000 to \$103,00
Applications/Resumes due by November 15, 2026

DEPUTY VILLAGE CLERK DISTINGUISHING FEATURES OF THE CLASS:

This is responsible administrative work requiring the incumbent to assist the Village Clerk in all areas of responsibility as mandated by law and by action of the Board of Trustees. While much latitude is provided for independent action, direction and supervision of the work is maintained by the Village Clerk. This position acts generally for and on behalf of the Village Clerk. Supervision may be exercised over other village employees assigned to the Village Clerk's Office. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only – from County)

Issues licenses and permits, assisting at the counter as needed;
Assists in the custody of all records and books of the Village;
Answers correspondence;
Performs secretarial work and other clerical duties, as assigned;
Posts legal notices;
Assists in the preparation and collating of budget materials, just for our Department;
Attends meetings of the Board of Trustees to present Village business, when the Clerk cannot;
Prepares minutes of Board of Trustee meetings (I started using AI for this);
Receives and pays, after approval, bills for the Department (very few);
Acts for and on behalf of the Village Clerk;
Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software;
May perform other incidental tasks, as needed.

Additional Duties:

- Comprehensive knowledge of NYS Open Meetings and FOIL laws
- Helps prepare Board of Trustees Legislative Meeting agenda and Work Session agenda
- Registrar of vital statistics (birth and death records) – receives stipend
- Responsible for distribution of all newly adopted laws and Code changes
- Is secretary to all boards, committees and commissions except for Land Use Boards, this needs further explanation as there is not much done, if anything except for Ethics Board
- Sends all correspondence for Ethics Board and keeps files of same
- Keeps all records and the seal of the Village
- Send Annual disclosures for Ethics Board
- Prepare and update Roster of all Village board, committee and commission members