

Employment Announcement

Avoca Village Clerk

The Avoca Village Board of Trustees is currently accepting applications through April 18, 2025 for the position of Village Clerk / Treasurer for the Village of Avoca. This position is a part-time position at 3 Chase Street in the Village of Avoca. Details of the position includes:

- **Annual Salary of \$24,000 to \$28,000 (dependent on experience)**
- **20 hours a week with varying hours of 8:00 AM to 5:00 PM**
- **Monday through Friday (adjustable)**
- **Paid Sick and Annual Leave**
- **Paid Holidays**
- **NYS Retirement**

Applicants must be:

- **A citizen of the United States**
- **A resident of Steuben County per Local Law #2006-1**
- **18 years of age**
- **All accounting and clerical experience should be noted on resume**
- **Municipal Accounting experience preferred**

The duties of the position include dealing with the public during the set office hours, data entry in the payroll, tax, water and accounting systems and processing of the monthly expenditures. Tax collection, budget officer and water payments are also a responsibility of this position as well as attendance at all Village Board Meetings.

On the job training for required data entry systems and outlined duties will be provided by the Village of Avoca. Schedule flexibility during the training period for hours work may be required.

This position is by appointment of the Mayor and the Board of Trustees and no civil service testing is required. This position is being filled immediately with a tentative start date the week of April 21, 2025. Any person interested is asked to submit their resume with a list of their qualifications and references by April 21, 2025 to Mayor Eric R. Tyner in the mail slot at 3 Chase Street in Avoca, NY 14809, or resumes can be emailed to mayor@villageofavoca.org. Questions on about this position can be directed to 607-281-8617.