

Now Hiring

Deputy Clerk-Treasurer – Full-Time Position

The Village Clerks Office will start accepting resumes on October 19, 2026 for its Deputy Clerk-Treasurer position. This position will be available January 1, 2027. Daily responsibilities will include customer service, human resources, maintaining office records, accounts receivable and payable, bank deposits, preparing water/sewer billings and tax billings, collecting for water/sewer and tax billings, deputy registrar for births/deaths, and performing other duties as needed in the absence of the Village Clerk-Treasurer. A notary license is a plus!

This position is for a 32.5-hour work week Monday through Friday from 8:30 am – 4:00 pm. The wage is tbt based on experience, with fringe benefits including holidays, paid time off, health insurance and NYS Retirement.

Interested persons may send a resume' (not application) to Village of Ravena Clerk's Office, 15 Mountain Road, Ravena, NY 12143 or via email at ravenaclerk@gmail.com no later than November 16, 2026.

Additional information regarding this position can be found on our website at villageofravena.com.