

Village of Cayuga

Job Posting

Title: Deputy Village Clerk

Job Responsibilities:

Assist Village Clerk with all aspects of Village Duties to include but not limited to:

- Village Tax Collection (June-November).
- Record Management/Filing.
- Deputy Village Cemetery Registrar.
- Be present and take minutes for the Village Planning and Zoning Board Meetings.
- Cover for the Village Clerk if she is out of the Office.
- Other tasks as directed by the Village Clerk or the Village Mayor.

This is a Part-Time Position

Compensation: \$17.51/hour

Please apply at <https://mycivilservice.cayugacounty.us/jobopps>

Applications are due by 5:00pm Friday, April 5, 2024