



## VILLAGE OF COLD SPRING

85 MAIN STREET  
COLD SPRING, NEW YORK 10516

TEL. 845-265-3611  
WWW.COLDSPRINGNY.GOV

### Deputy Village Clerk

The Village of Cold Spring is looking for a Full-Time Deputy Village Clerk who is self-motivated, can multi-task and is comfortable interfacing with the public. Key responsibilities include:

- Board Secretary
  - Prepare agendas and packets for meetings of Historic District Review Board, Planning Board and Zoning Board of Appeals
  - Facilitate and attend evening meetings (5 scheduled per month)
  - Prepare minutes
  - Manage follow-up from meetings
- Building Department Clerk
  - Process applications, collect fees
  - Liaise with Code Enforcement Office
  - Communicate with applicants as needed
- Assist Village Clerk and Accountant as needed
- Excellent organizational and communication skills
- Proficiency in Microsoft Office products required

This is a full-time position with benefits (medical/dental/vision), paid time off, etc. Salary range for this position is \$22-24 per hour based on experience.

Please submit a resume and letter of interest by April 15th to:

Village of Cold Spring  
85 Main Street  
Cold Spring, NY 10516  
Attn: Deputy Village Clerk Position  
Or by email to: [vcsclerk@coldspringny.gov](mailto:vcsclerk@coldspringny.gov)