

VILLAGE OF GREENPORT – NOTICE OF OPEN EMPLOYMENT POSITION

PLEASE TAKE NOTICE that the Village of Greenport is currently accepting applications for the position of Secretary / Clerk to the Boards, a Civil Service exempt title.

Applications or resumes will be accepted until August 1, 2022.

Applications or resumes may be mailed to the Office of the Village Clerk as follows:

Village of Greenport
236 Third Street
Greenport, NY 11944

Attn: Village Clerk Sylvia Pirillo, RMC or:

Applications or resumes may be e-mailed to the Office of the Village Clerk at the following address: spirillo@greenportvillage.org.

Please refer to the Suffolk County Department of Civil Service web site for an explanation of job specifications for the title as referred to above. Printed specifications can also be obtained from the Office of the Village Clerk, Sylvia Pirillo, RMC at: 236 Third Street, Greenport, NY, 11944.

Please phone: 631.477.0248 to obtain a copy, or visit our web site: www.villageofgreenport.org.

The hourly wage rate is \$ 19.00 per hour based on a 35-hour work week, and a full benefits package is applicable to this position.

The Village of Greenport is an equal opportunity employer and does not discriminate on the basis of race, color, creed, ancestry, disability or handicap, marital or financial status, military status, religion, sex, sexual orientation, age or national origin with respect to employment or any employment related matter and the Village of Greenport requires that all contractors participating in contracts for public work in the Village of Greenport and all subcontractors of those contractors comply with that same requirement. The Village of Greenport encourages bids for public contracts and subcontracts of those contracts by minority and women owned contractors and entities and the Village of Greenport may solicit bids and contracts from such entities with respect to the Contract noticed herein.

Dated: July 14, 2022

Village Clerk Sylvia Lazzari Pirillo, RMC