

## 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](mailto: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](http://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 Iazzari Pirillo RMC

SECRETARY

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DISTINGUISHING FEATURES OF THE CLASS

This is a responsible exempt class clerical position distinguished by the confidential nature of its duties. The level of responsibility and complexity of duties will vary according to the requirements of the department, board or commission being served. Section 41 of the Civil Service Law states where this position can be established, and Appendix A of the Suffolk County Civil Service Rules sets forth the specific positions which have been approved in the exempt class by the New York State Civil Service Commission. Personal characteristics, not measurable by competitive examination, such as trustworthiness and compatibility with department or agency philosophy are essential to satisfactory performance of the job. Supervision may be exercised over subordinate office staff members.

TYPICAL WORK ACTIVITIES:

- Responsible for taking confidential shorthand and typing confidential letters and correspondence;
- Receives, sorts and prepares incoming mail for department review;
- Prepares written replies to inquiries from federal, state and local officials, other department heads and the general public as to the operations of the department;
- Assists in the preparation of departmental budget and operating cost estimates;
- Prepares payroll information and maintains records of personnel changes;
- Responsible for office supply inventory and reordering when necessary;
- Schedules departmental business meetings, takes minutes of meetings, and prepares reports and summaries of business transacted;
- Responsible for maintaining accurate and up to date files of department activities and correspondence.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of the philosophy and method of operation of the department, board or commission; ability to perform clerical and related office duties in a confidential and responsible manner; ability to communicate effectively, orally and in writing; ability to establish effective working relationships with department heads, federal, state and local officials and the general public.

MINIMUM QUALIFICATIONS

No minimum qualifications are required. This position is in the exempt class.

R12/21/76  
SUFFOLK COUNTY  
Exempt  
RR 10/4/00