

Village of Greenport

The Village of Greenport is accepting applications for the following position:
PT FIRE DEPARTMENT ADMINISTRATIVE ASSISTANT - \$18 per hour

Applications will be accepted until **October 12th, 2023.**

Applications and resumes can be submitted to the Village Clerk via email to **chall@greenportvillage.org** or mailed to the address below.

Village of Greenport
236 Third Street
Greenport, NY 11944
Attn: Village Clerk Candace Hall

Please visit the Suffolk County Department of Civil Service website for a description of the job responsibilities: <https://apps2.suffolkcountyny.gov/civilservice/specs/0902spe.html>

The Village of Greenport is an equal opportunity employer and provides equal employment opportunities to all employees and applicants for employment. The Village prohibits discrimination on the basis of race, color, creed, ancestry, disability, marital status, military status, religion, sex, sexual orientation, gender identity or expression, age, national origin or any other characteristic protected by federal, state or local law. The Village 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.