VILLAGE OF TARRYTOWN

One Depot Plaza, Tarrytown, New York 10591-3605 www.tarrytowngov.com

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VILLAGE ENGINEER
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DEPT. OF PUBLIC WORKS
914-631-0356

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Oct. 7, 2026

Help Wanted – Intermediate Clerk PT, Village of Tarrytown Public Works

The Village of Tarrytown is seeking an experienced and qualified person for a part-time position in the Department of Public Works (DPW). The hourly wage for the position is $25 to $29 per hour, DOQE, working 17 ½ hours per week.

The Village of Tarrytown is seeking to hire a Part Time Intermediate Clerk in the Department of Public Works. As a part-time position, it is not competitive (not tested). We seek a candidate with experience in business, clerical and financial duties using computer systems for billing, collections and accounts management, as well as scheduling appointments for bulk garbage pickup. This position will perform clerical activities of the DPW answering phone and e-mail inquiries, processing invoices for payment, among other related duties.

An Associates or Bachelors Degree in business, accounting, finance or a related field is preferred but not required.

Applicants are encouraged to submit a cover letter and resume by e-mail to Lou Martirano, DPW Superintendent at lmartirano@tarrytownny.gov and Richard Slingerland, Village Administrator, at rslingerland@tarrytownny.gov.

The position will remain open until filled.

The Village seeks to fill the position immediately.

The Village of Tarrytown is an Equal Opportunity Employer and is fully committed to maintaining a workplace free of discrimination and harassment based on race, gender, gender identification, religion, age, color, national origin, disability, sexual orientation, and other non-merit factors. All persons applying for employment and employed by the Village shall be afforded equal employment opportunity in initial employment and consideration for advancement.