

# ***Village of Ellenville***

**Government Center  
2 Elting Court  
Ellenville, New York 12428**  
*Phone: 845-647-7080, Fax: 845-647-7171*  
*www.villageofellenville.com*

Anticipated Vacancy  
Village of Ellenville Clerk-Posting

The Village of Ellenville seeks candidates for an anticipated opening for the Village Clerk position.

The candidate must be a resident of the Village of Ellenville.

The Village Clerk is responsible for the custody of books and records, minutes from all meetings, local legislation, order to pay claims, FOIL officer and administering the Oath of Office as well as the day to day operations of the Village.

A letter of interest and resume should be mailed by March 9 to:

Mayor Jeffrey Kaplan  
Village of Ellenville  
Government Center  
2 Elting Court  
Ellenville, NY 12428

or email to:

[jkaplan@villageofellenville.com](mailto:jkaplan@villageofellenville.com)