

Town of Clifton Park
Deputy Town Clerk Position Available

JOB SUMMARY: Serve as a Deputy Town Clerk and provide clerical support to the Office of the Town Clerk. This individual should have strong organizational, communication, and computer skills, as well as being able to be multi-tasked and detail oriented with solid clerical background.

RESIDENCY REQUIREMENT: Must be a Town of Clifton Park resident and citizen of the US

SALARY: Matrix Grade 6 & depending on years of Town employment for base, plus benefits. Non-Union position

HOURS: 35 hours per week. Office hours are Monday-Friday, 9AM-5PM. Thursdays 9AM-7PM. Thursday extra 2-hour coverage shared and compensated with compensatory time. Occasional coverage of Town Board meetings.

MINIMUM JOB QUALIFICATIONS:

Graduation from high school or equivalent of one year of generalized clerical experience and dealing with the public. Basic accounting skills. Confidentiality a must. Filing skills and willingness to learn new software skills.

OTHER CONSIDERATIONS: Computer and clerical experience, excellent typing skills a must. Required to take, subscribe, and file the constitutional oath of office. Must be able to relate well to people, must be patient, cheerful and compassionate.

SUBMIT RESUME:

Town of Clifton Park
Caitlin Fantini, Town Clerk
#1 Town Hall Plaza
Clifton Park, NY 12065

Or

Cfantini@cliftonpark.org

INTERVIEWS TO BE CONDUCTED AS SOON AS POSSIBLE.

TOWN OF CLIFTON PARK DEPUTY TOWN CLERK JOB FUNCTIONS:

Issuance of Licenses/Permits:

DEC Sporting	Transient Licenses
Marriage	File Local Laws
Death	Legal Advertising
Birth	Oath and Ethics
Genealogy Search	Monthly Financial Reconciliation
Notary Service	Bid/RFPs/RFQs
Dog Licenses/Dog Park	Update/keep track of Town Calendar
Junkyard/Peddlers Permits	
Disabled Parking	
Certificate of Residency	
Records Retention/Management	
Freedom of Information requests	
Bingo and Games of Chance	
Election Day coordinator	