

DEPUTY TOWN CLERK

The Town of Hounsfield will receive resumes for a part time Deputy Town Clerk position.

The purpose of this position is to preform administrative and clerical work in assisting the Town Clerk in discharging the duties of the office. Applicants must have strong accounting, record keeping, organization, computer, verbal and written skills.

High school education, and a minimum of three years of experience in records management and/or experience in municipal government or any equivalent combination of education and experience are required.

Applicants please send a cover letter, resume and references to:

townclerk@townofhounsfield.com or mail to:

Town of Hounsfield
18774 Co. Rt. 66
Watertown, NY 13601

Deadline: End of business on November 9, 2016