



**Town of New Lebanon ; 14755 State Route 22N | PO Box 328; New Lebanon, NY 12125**

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|---|--|--|-----------|
| <b>Job Title:</b>   | Deputy Town Clerk  | <b>Job Category:</b>   | Appointed |
| <b>Department/Group:</b>  | Town Clerk   | <b>Travel Required:</b>  | Yes       |
| <b>Location:</b>  | Town Hall  | <b>Position Type:</b>  | Part-Time |
| <b>Level/Starting Rate:</b>   | 3 /\$20.00/hr  |  |           |
| <b>HR Contact:</b>  | Town Supervisor  |  |           |
| <b>Will Train Applicant(s):</b>   | Yes  |  |           |
| <b>Posting URL:</b>   | <a href="http://www.townofnewlebanon.com">www.townofnewlebanon.com</a> |  |           |
| <b>Applications Accepted By:</b>  |  |  |           |
| <b>Fax or E-mail:</b><br>(518)794-9694<br>townclerk@townofnewlebanon.com<br><b>Subject Line:</b> Job Application<br><b>Attention:</b> Town Clerk  |  | <b>Mail:</b><br>NL Town Clerk<br>P.O. Box 328<br>New Lebanon, NY 12125 |           |
| <b>Job Description</b>  |  |  |           |
| <b>Role and Responsibilities</b> <ol style="list-style-type: none"> <li>1. Assumes all roles and responsibilities of the Town Clerk in his/her absence</li> <li>2. Voucher preparation as laid out by policy for Purchasing and Vouchering items</li> <li>3. Issue all licenses and permits</li> <li>4. Ordering for Town – All town departments</li> <li>5. Corresponds with the public regarding all Town offices</li> <li>6. Supports Town Board members and Department Heads &amp; Committees with various needs</li> <li>7. Any duties as assigned by the Town Clerk</li> <li>8. Processes all town mail sent to PO Box 328</li> </ol> |  |  |           |
| <b>Qualifications and Education Requirements</b><br>This position is subject to all applicable civil service rules.<br>Encouraged to attend annual NYSTCA training at town expense  |  |  |           |
| <b>Reviewed By:</b>   |  | <b>Date:</b>   |           |
| <b>Approved By:</b>   |  | <b>Date:</b>   |           |
| <b>Last Updated By:</b>   |  | <b>Date/Time:</b>  |           |