



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

<b>Job Title:</b>	Highway Clerk	<b>Job Category:</b>	Appointed
<b>Department/Group:</b>	Highway Department	<b>Travel Required:</b>	No
<b>Location:</b>	Town Hall & Highway Garage	<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> (518)794-9694 townclerk@townofnewlebanon.com <b>Subject Line:</b> Job Application <b>Attention:</b> Town Clerk		<b>Mail:</b> NL Town Clerk P.O. Box 328 New Lebanon, NY 12125	
<b>Job Description</b>			
<p>The Highway Clerk provides critical administrative and clerical support to the Highway Superintendent.</p> <p><b>Role and Responsibilities</b></p> <ul style="list-style-type: none"> <li>- Open and sort mail – date stamp received – make copies of items, originals to be filed in the Town Clerk’s Office</li> <li>- Bills – open mail as bills come in – prepare vouchers with Highway Superintendent – follow up with vendors on billing questions or issues</li> <li>- Keeping insurance up to date with the Town Clerk as vehicles are added or deleted</li> <li>- CHIPS, FEMA, Road Salt Procurement, Road Inventory – work with the Highway Superintendent on these duties</li> <li>- Supply ordering as Highway Superintendent requests</li> <li>- Inventory – equipment and roads –work with the Highway Superintendent on these duties and report all to the Town Clerk’s office</li> <li>- Add all NYS contract #'s to vouchers as required by law</li> <li>- NYS DMV registrations for vehicles</li> <li>- LENS and Partners In Safety</li> <li>- Prevailing Wage</li> </ul> <p><b>Qualifications and Education Requirements</b></p> <p>High school diploma or equivalent          Computer skills, including Microsoft Word and other basic applications          Excellent interpersonal skills, ability to interact with the public, professional demeanor</p> <p>This position is subject to all applicable civil service rules          Encouraged to attend applicable Highway training at town expense</p>			



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Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	