



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

Job Title:	Town Clerk	Job Category:	Elected
Department/Group:	Town Clerk	Travel Required:	Yes
Location:	Town Hall	Position Type:	Full-Time
Level/Starting Rate:	2 /\$45,027.00 Salary		
HR Contact:	Town Supervisor		
Will Train Applicant(s):	No		
Posting URL:	www.townofnewlebanon.com		
Applications Accepted By:			
Fax or E-mail: N/A Elected Position		Mail: N/A Elected Position	
Subject Line: N/A			
Attention: N/A			
Job Description			
Role and Responsibilities			
<ol style="list-style-type: none"> 1. All statutory responsibilities as prescribed by law 2. Voucher preparation as laid out by policy for Purchasing and Vouchering Items 3. Records management – All town departments 4. Issue all licenses and permits 5. Keeper of all town keys as laid out by the key policy 6. Corresponds with the public regarding all Town offices 7. Supports Town Board members and Department Heads & Committees with various needs 8. Creates and distributes Town Newsletter 9. All PESH filing and paperwork per NYSDOL requirements 10. FOIL – respond to all FOIL requests (if nobody else is appointed as FOIL officer, the Town Clerk is responsible for FOIL) 11. Assist Town Supervisor and Town Board in reviewing annual insurance renewal and communicate with the insurance broker throughout the year with any changes and notify the insurance of any claims/incidents 12. File all worker’s compensation claims through Columbia County 13. Retirement filing – communicate with employees regarding need for ROA or recertification and prepare and file with NYS the retirement resolution for the Town Board on an annual basis 14. Budget Preparation for Town Clerk’s office and all accounts that the Town Clerk’s office makes purchases from throughout the year (ex – buildings, central supply, etc.) 			
Qualifications and Education Requirements			
<p>This position is subject to all applicable civil service rules.</p> <p>Encouraged to attend annual NYSTCA training and monthly CGTCA meetings at town expense</p>			
		Date:	
Approved By:		Date:	



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Last Updated By:		Date/Time:	
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