

Human Resources Support Services Letter of Interest
Town Clerk, Town of New Lebanon
P.O. Box 328
14755 State Route 22
New Lebanon, NY 12125
townclerk@townofnewlebanon.com

NOV 19 2025

November 14, 2025

Dear Ms. Robertson,

I am very interested in the Human Resources Support Services position.

My qualifications include the ability to use Microsoft Word, Excel, PowerPoint, and Teams, to use database applications, do document scanning and retrieval for database applications, use a microfilm tape reader, filing, writing, editing, and providing customer service by email, telephone, and in person.

I most recently worked for the State of Minnesota Department of Public Safety, Driver and Vehicle Services (DVS) as an Office and Administrative Specialist Intermediate (OASI) from January 10, 2018, through June 3, 2025. I was responsible for retrieving, editing, and entering database information, filing and retrieving paper documents, and providing division-wide customer support internally and to motor vehicle deputies and dealers state-wide. DVS provides driver, vehicle, and identification card services to more than 11 million Minnesotans annually, and I was very proud to do this work every day.

I was also a member of the New Lebanon, NY Planning Board from 2007 to 2014, so I am already familiar with some Town of New Lebanon procedures and policies.

I have a commitment for a rental unit in New Lebanon beginning January 1, 2026, so I think I'll be available to begin work on January 2, 2026. I am available for a phone interview at your convenience before January 1, 2026.

It would be an honor and a delight to serve the people of New Lebanon again!

Thank you very much,

Trina Porte
612-790-9914 talk/text
t4peace@juno.com



Town Clerk <townclerk@townofnewlebanon.com>

Human Resources Support Services Letter of Interest

1 message

t4peace@juno.com <t4peace@juno.com>

Fri, Nov 14, 2025 at 10:54 PM

To: townclerk@townofnewlebanon.com, t4peace@juno.com

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