

TOWN OF ELBRIDGE DEPUTY CLERK POSITION

The Town of Elbridge is currently accepting applications for the position of Deputy Town Clerk. The Deputy Town Clerk works under the general supervision of the Town Clerk and assists with the daily operations of the Town Clerk's Office.

Primary Responsibilities:

- Assist town residents and the public with questions, requests, and miscellaneous services offered at the Town Clerk's Office.
- Issue hunting and fishing licenses, dog licenses, and renewals.
- Process and distribute incoming mail and maintain organized office records.
- Assist with Freedom of Information Law (FOIL) requests.
- Perform general clerical duties, including filing, data entry, and record keeping.
- Assist the Town Clerk with other duties as assigned.

Qualifications:

- Must be 18 years or older
- High School Graduate or Equivalent
- Possess a valid NYS Driver's License
- Previous clerical or administrative experience preferred.
- Strong organizational and communication skills.
- Ability to work independently, manage multiple tasks, and maintain attention to detail.
- Excellent customer service skills and the ability to interact professionally with the public.
- Proficiency in Microsoft Office and general computer applications.
- Basic math skills and the ability to maintain accurate records.
- Ability to maintain confidentiality and follow established office policies and procedures.

Resumes will be accepted through November 5th and can be sent via:

Mail: Town of Elbridge
Town Clerk's Office
P.O. Box 568
Jordan, NY 13080

Email: townclerk@townofelbridge.com