**SENIOR CLERK TYPIST-TOWN OF SODUS ASSESSMENT OFFICE**

The Town of Sodus is hiring a senior clerk-typist to assist in the Assessment Office. The clerk provides assistance to taxpayers and performs clerical and computer functions related to the assessment record preparation and maintenance as well as providing general support for the Assessor. The position is part time, 30 hours weekly and non-benefited with a beginning wage of $14.70/hr. This position is provisional and does require taking a senior clerk typist exam through Wayne County when the exam becomes available and scoring within the top 3. Qualifications to apply include: A. Graduation from high school or possession of a high school equivalency diploma and two years of clerical experience which shall have involved typing; or B. Four years of clerical experience which shall have involved typing, or; C. An equivalent combination of experience and or training as outlined in "A" and "B" above. Please submit resume and letter of references By February 10th, 2023 to Lori Diver Sodus Town Clerk 14-16 Mill St. Sodus, NY 14551 or email them to Nathan Mack, IAO at [SodusAssessor@rochester.rr.com](mailto:SodusAssessor@rochester.rr.com)