



1 Vine Street
Keeseville, NY 12944
518.834.9042

Part-time Office Staff Opening

Effective February 1, 2024

OVERVIEW

We're looking for a well qualified candidate for part time employment at the Town of Chesterfield main office. The starting compensation will be \$18.00 hourly, and will require working 20 hours per week during the open office hours, ideally between the hours of 8 am and 12 pm, however times can be flexible with permission from the supervisor. A list of holidays in which the Town is closed, is available upon request.

Qualifications

1. Well versed in computer skills such as typing, navigating the internet and using Microsoft Office products. Some training will be provided with the most used programs if necessary.
2. Have professionalism with both presentation and speech.
3. Be able to follow our various policies.

SPECIFICATIONS

The Town of Chesterfield is run for and by the taxpayers in Chesterfield. The qualified candidate will be the first person that the public sees when entering the Town Hall. The responsibilities of the best qualified candidate include, but are not limited to, greeting the public, answering questions or directing to those who can, make copies when requested, type documentation requested by office staff, make trips to the post office when necessary, and update bulletin and policies required in the building.