

# **HELP WANTED**

## **Village of Kinderhook**

### **Part Time Deputy Clerk**

The Village of Kinderhook is accepting resumes for a part time Deputy Clerk. The Village is looking for a personable, organized, detail oriented person who is able to multitask.

#### **Qualifications**

The following generally describes the knowledge and ability required to enter the job in order to successfully perform the assigned duties.

#### **Knowledge, skills and abilities required:**

- Professionalism, confidentiality, organization.
- Effective oral and written communication skills.
- Ability to open and distribute mail to appropriate personnel as well as the ability to transcribe data from source material to be keyed into the village municipal software.
- Ability to operate a variety of office equipment including, but not limited to PC, telephone, calculator and recording equipment and ability to utilize Microsoft Office software. (Word & Excel)
- Ability in making simple arithmetic calculations for water/sewer billing as well as collecting payments for water/sewer accounts, taxes and selling of garbage stickers.
- Ability to organize, prioritize and manage time adequately to accomplish work assignments.
- Assume the duties of the Village Clerk in official's absence.
- Ability to perform other duties as assigned.

#### **Pay & Benefits:**

This is a Monday-Friday, 9am-2:30pm, additional hours may be required as needed. Salary based on experience.

- Paid time off: Personal, Sick, Vacation and Holidays (Based on part time hours)
- Retirement plan

#### **How to Apply:**

Interested candidates must submit a resume no later than Monday, October 4th at 9:00am to Mayor@villageofkinderhook.org or by physical mail to the Village of Kinderhook, PO Box 325, Kinderhook, NY 12106. Attention: Mayor Dale Leiser.