

VILLAGE OF COBLESKILL
DEPUTY CLERK-TREASURER

Full -Time Position with Benefits

The position requires a variety of administrative work including accounts receivable, accounts payable, payroll processing, utility billing and other general office work.

Minimum requirements include a High School Diploma or equivalent, skills in the operation of office equipment, Microsoft software for word processing and excel, the ability to communicate clearly with others and the willingness to learn.

Rate of pay based on experience. Full benefit package. Applications accepted until the position is filled.

Find Applications online at: www.schohariecounty-ny.gov

Mail or deliver County Applications Form to:
Village of Cobleskill

378 Mineral Springs Road, Suite 2
Cobleskill, NY 12043