

HELP WANTED

Clerk to the Supervisor

Performs all clerical, typing and office functions required to support the Administrative/Political functions of the elected Supervisor. This is important office and clerical work of whatever type required by the elected Supervisor to free him/her from the clerical details in connection with his/her Political/Legislative functions. **Examples of typical work activities are as follows (not an exhaustive list):**

- Gather information and make reports for the Supervisor
- Type correspondences
- Committees or other public commissions or agencies with which the Supervisor is dealing

SKILLS

- Good knowledge of grammar
- Strong typing skills
- Strong Microsoft Office proficiency with an emphasis on Excel and Word
- Excellent note taking skills
- Good knowledge of business English

CHARACTERISTICS: Attention to detail, highly organized, ability to understand and carry out oral and written directions. Ability to get along well with others

EDUCATION/EXPERIENCE: High school diploma.

Applications are available at the Town Clerks office, 51 Genesee St, Greene, NY 13778 during regular business hours.