

HELP WANTED

Clerk to the Supervisor

Performs all clerical, typing and office functions required to support the Administrative 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 Legislative functions.

Examples of typical work activities are as follows (not an exhaustive list):

- Gather information and create reports for the Supervisor
- Type correspondences
- Works with 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.