

TOWN OF FORT EDWARD

TOWN OFFICE

FULL-TIME DEPUTY CLERK

The Town of Fort Edward is accepting applications for a full-time Deputy Clerk. This is a responsible position with duties to include all aspects of a municipal office, including but not limited to issuance of certified copies of vital records, dog licensing, and collection of property taxes as under the direct supervision of the Town Clerk. This position requires daily contact with the public and working with various other Town departments as required. Prior municipal experience a plus, and any equivalent combination of education and experience to accomplish duties of the position is preferred, but will train the right candidate. The Town of Fort Edward offers a benefit package.

This is a Full-Time Position with a Salary of \$31,200.00

Application and resume can be sent to the Town of Fort Edward Town Clerk, PO Box 127 Fort Edward, NY 12828.

Job Type: Full-time, M-F 8:00 a.m. – 4:00 p.m.