

Job Title- Deputy Clerk/Receiver of Taxes

Job Description- Customer Service, Filing, Software use, Licensing issuance, Banking, other office type duties, assisting the Town Clerk as needed

Job requirements-

Applicant must have knowledge of Excel and Word programs

Microsoft knowledge

The ability to train on other software systems

Filing experience

Customer Service experience

Able to multitask

Have Notary privileges or be able to obtain it

Hours of employment will be Monday – Friday 8:30am-4:30pm

How to Apply- Applications can be picked up at the Town Hall
1255 W. Water Street