

PART-TIME CLERK

The Town of New Hartford has an immediate opening for a part time Clerk in the Town Clerk's Office. Rate: \$14.83. This position allows for a maximum of 17.5 hrs. per week, hours fluctuate week to week and there are no benefits associated.

The part-time clerk responsibilities include but not limited to: answering phones, taking messages and referring callers to the appropriate office, opening mail and updating mail report, general filing and copying. Candidate should have typing and computer skills.

MINIMUM QUALIFICATIONS (per Oneida County Civil Service) Either:

(A) Graduation from high school or possession of high school equivalency diploma;
OR

(B) Two (2) years of clerical experience.

NOTE: Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

Applications may be obtained via the Town website: townofnewhartfordny.gov EOE