

NOW HIRING: CODES CLERK

TOWN OF NEW HARTFORD | CODES DEPARTMENT

The Town of New Hartford is seeking an organized, detail-oriented, and personable individual to join our Codes Department as a Codes Clerk. This position plays an important role in daily department operations, providing administrative support, assisting residents and contractors, processing applications, and maintaining departmental records. The ideal candidate is comfortable managing multiple responsibilities, working independently, and providing friendly, professional service to the public.

KEY RESPONSIBILITIES

- Serve as a primary point of contact for residents, contractors, and others seeking assistance from the Codes Department.
- Answer telephone calls, respond to inquiries, and provide information regarding departmental procedures and services.
- Receive, review, and process permit applications, forms, correspondence, and other departmental documents.
- Maintain accurate records, files, reports, and databases.
- Prepare and process departmental vouchers, invoices, purchase orders, and other administrative materials.
- Prepare departmental reports as needed.
- Review documents for completeness, accuracy, and conformity with established procedures.
- Coordinate administrative activities and assist departmental staff with daily office operations.
- Maintain office supplies and perform general administrative and clerical duties.
- Assist with other duties/departmental responsibilities as assigned.

QUALIFICATIONS

Candidates should possess strong organizational, communication, and computer skills, along with the ability to work independently, manage competing priorities, and interact professionally with the public.

Minimum Qualifications — applicants must meet ONE of the following:

Option A: Possession of an Associate's Degree in secretarial science, office management, office technologies, word processing, business administration, business management, communications, or a related field.

OR

Option B: Graduation from high school or possession of a high school equivalency diploma AND two (2) years of experience performing office and clerical tasks.

NOTE: 1. Verifiable part-time experience will be prorated toward meeting full-time experience requirements. 2. Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.

IDEAL CANDIDATE WILL POSSESS:

- Strong attention to detail and accuracy.
- Proficiency with computers, Microsoft Office Suite, and office equipment.
- Excellent organizational and time-management skills.
- Clear and professional written and verbal communication.
- Ability to exercise good judgment and maintain confidentiality.
- Willingness to learn departmental procedures and municipal operations.
- Ability to establish positive working relationships with coworkers and the public.

Previous experience in a municipal office, Codes Department, or permitting environment is a plus, but is not required.

POSITION INFORMATION

Location: Town of New Hartford, NY

Department: Codes Department

Civil Service Classification: Senior Office Specialist I

Salary: Commensurate based on experience.

Schedule: Full-Time Day Shift

HOW TO APPLY

Interested candidates should submit a resume and letter of interest to **Town of New Hartford:**

By Mail: Attn: Christina Lacy, 8635 Clinton Street, New Hartford, NY 13413

By Email: To: Christina Lacy, clacy@townofnewhartfordny.gov **Subject:** Codes Clerk

Application Deadline: Open until filled.

The Town of New Hartford is an Equal Opportunity Employer.