

The Town Clerk is seeking applications for a Part-time Deputy Town Clerk/Deputy Receiver of Taxes positions. Part-time hours from April through August will be approximately 12 hours per week, with coverage during vacations to be 35 hour per week. During the months of January and September the hours would be increased to 35 hours per week due to Tax Collection, with the possibility of increased hours during February, March and October. Candidates must be available during the entire months of January and September, with no exceptions.

Candidates must be residents of the Town of Moreau, which includes the Village of South Glens Falls

Individuals wishing to apply should have strong organizational and typing skills. Must be able to cope in a busy, fast paced environment.

Duties would include:

Daily cash balancing.

Operation of many different computer software programs: Water billing, Tax Collection (Town & County and School), Conservation Licensing, Dog Licensing, Marriage Licensing.

Attendance at Town Board meetings in the absence of the Town Clerk, which would include the transcription of meeting minutes.

Please contact the Town Clerk for any questions relating to the position @ 518-792-1030 Ext. 210

We must receive your application, along with the background check and reference forms in order to consider you for employment. All three forms are at the top of the job opportunity page.

Leeann McCabe
Town Clerk/Receiver of Taxes