



TOWN OF BARTON

304 ROUTE 17C, WAVERLY, NY 14892

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NOTICE OF VACANCY DEPUTY TOWN CLERK – TOWN OF BARTON

Date of Issue: 10/03/2023

Position Overview: The Town of Barton will have an opening for a part-time **Deputy Town Clerk starting January 1, 2024.**

As the Deputy Town Clerk, you will provide administrative support and assist the Town Clerk in the efficient operation of the town office. This includes various tasks related to record-keeping, licensing, elections, and customer service. Your role is crucial in ensuring the smooth functioning of town government and maintaining a positive relationship with the community.

Responsibilities:

- Assist the Town Clerk in managing official records, documents, and files in compliance with relevant laws and regulations.
- Act as a liaison between the public and the Town Clerk, providing information and assistance as needed.
- Assist with the organization, preparation, and recording of town meetings, hearings, and other official proceedings as requested by the Town Clerk.
- Process and issue various licenses, permits, and certificates ensuring completeness and accuracy.
- Handle inquiries and correspondence, both in person and via phone, email, or mail.
- Assist with the preparation and distribution of public notices, agendas, and other official communications.
- Maintain confidentiality of sensitive information and records and perform data entry tasks with a high level of accuracy.
- Participate in professional development opportunities to stay updated on relevant laws, regulations, and best practices.

Qualifications:

- Must be a Town of Barton resident.
- High school diploma or equivalent. Additional education or certification in relevant fields is advantageous.
- Strong organizational and time management skills.
- Strong written and verbal communication skills are essential as deputy clerks often interact with the public, judges, attorneys, and other government personnel.
- Proficient in using office software including, but not limited to, Microsoft Office.
- Ability to multitask effectively and manage competing priorities.
- Ability to work independently and as part of a team.
- Attention to detail and accuracy is crucial in clerical and administrative tasks
- Knowledge of local government operations and procedures is preferred.
- Integrity, professionalism, and a commitment to providing outstanding service to the community.

Status: Permanent (Exempt)
Work Hours: Part time, Monday-Thursday 9-4:30pm, could vary throughout the year
Salary: \$17.41-\$18.11/hour
Location: Town of Barton Town Hall

Application Process: Please submit your resume and a cover letter detailing your qualifications and interest in the position of Deputy Town Clerk. Applications can be submitted via email to townclerk@townofbarton.org or delivered in person to the Town Clerk's office at 304 State Route 17C, Waverly, NY 14892.

Note: This job description provides a general overview of the responsibilities and qualifications required for the role of Deputy Town Clerk. It may be subject to change based on the specific needs and policies of the town government. Please refer to the official job posting or contact the Town Clerk's office for the most accurate and up-to-date information.