

# HELP WANTED

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The Town of Palmyra, NY, is accepting applications for the position of **Full-Time or Part-Time Deputy Town Clerk** (to be determined by qualifications and availability) in the Town Clerk's Office. Duties include assisting the Town Clerk in matters of clerical, collections, licensing, records management, and the preparation and handling of confidential records. Computer skills including MS Office and willingness to learn additional specialized software required. Excellent organizational skills, communication skills, and ability to work with the public a must! Having your notary license or willingness to obtain one is a plus. ***Residency of Town or Village Palmyra is mandatory for this position.*** Applications available in Town Clerk office, or on-line at [www.palmyrany.com](http://www.palmyrany.com)

**Submit your sealed application & resume to:**

Town Clerk's Office,

1180 Canandaigua Rd, Palmyra NY 14522

**No later than August 2<sup>nd</sup>, 2024**