

HELP WANTED

The Town of Palmyra, NY, is accepting applications for the position of **Full-Time Deputy Town Clerk** 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

Submit your sealed application & resume to:

Town Clerk's Office,

1180 Canandaigua Rd, Palmyra NY 14522

No later than December 6th, 2024