

HELP WANTED

The TOWN OF PALMYRA is seeking to hire a **FULL-TIME CLERK TO THE SUPERVISOR**

The Clerk to the Supervisor is responsible for assisting the Town Supervisor by performing a variety of administrative, HR, and accounting duties. Work is performed under the direct supervision of the Town Supervisor. An example of jobs tasks include:

- Answers telephone calls and gives information on various matters; maintains supervisor calendar
- Must be computer literate; Word, Excel, etc.
- Performs a variety of related clerical and account keeping tasks;
- General HR tasks including filing Civil Service & retirement paperwork
- Provide Supervisor and board with monthly reports
- Maintains ledgers, subsidiary journals, and control records dealing with specific functions of a municipality involving receipts, costs, purchases, appropriations, revenues and charges;
- Municipal accounting knowledge preferred.
- Posts entries in journals, balancing books periodically;
- Makes arithmetical computations of bills, fees, and other charges;
- Maintains files, card registers, and lists;
- Compiles fiscal data and assists in preparing reports for financial, statistical and budget purposes;
- Prepares payrolls and maintains personnel records;
- Processes vouchers for payment, entering necessary data;
- Operates computing, calculating, check writing & other office machines;
- The ability to understand and carry out oral and written directions;
- Ability to write legibly; ability to get along well with others; clerical aptitude; mental alertness; good judgment; neatness; a high degree of accuracy; integrity; tact and courtesy are a must for this position!

Salary is \$40,000-\$60,000 based on experience

***Applications are available in Town Clerk Office,
or on-line at www.palmyrany.com***

**Please Submit your Sealed Application & Resume
by May 16, 2025 to: Palmyra Town Clerk's Office,
1180 Canandaigua Rd, Palmyra NY 14522**