

Deputy Town Clerk – Job Posting

The Town of Windsor seeks a detail-oriented and community-focused Deputy Town Clerk to support the Town Clerk's Office. This role involves administrative, clerical, and customer service duties, including issuing licenses, managing records, assisting with meetings, and handling financial transactions.

Key Responsibilities

- Act as Town Clerk in their absence
- Issue permits and licenses (dog, marriage, hunting, parking, etc.)
- Process vital records and certified copies
- Prepare payments, receipts, and assist with billing
- Maintain Town records and process FOIL requests
- Assist with Town Board meeting preparation and minutes
- Provide public information and manage front-office duties

Qualifications

- High school diploma or equivalent
- Two years clerical experience
- Residency in the Town of Windsor
- Preferred: Associate degree and municipal experience

How to Apply

Send cover letter and résumé to: Town Clerk – Town of Windsor 124 Main Street, Windsor, NY 13865

Email: townclerk@townofwindsorny.gov (Subject: "Deputy Clerk")

Applications accepted until filled.