



Town of Concord

DARLENE G. SCHWEIKERT
TOWN CLERK
TAX COLLECTOR
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**HELP WANTED:
FULL-TIME DEPUTY TOWN CLERK
TOWN OF CONCORD**

The Town Clerk is accepting applications for a Deputy Clerk position in the Town Clerk's Office. This position is appointed by and under general supervision of the Town Clerk/Tax Receiver who outlines office policy, assigns work, evaluates work in terms of effectiveness in accordance with applicable laws, codes and ordinances. Provides administrative and program support and conducts official activities in the functions, services, and operations of the Town Clerk's Office; maintains official documents and records; provides varied specialized office administrative support to the Town Clerk/Tax Receiver; acts for the Town Clerk in her absence and performs related work as required.

Details can be found on the town website: www.townofconcord.com

Interested applicants should submit a resume and cover letter by email to: townclerk@townofconcordny.com or mail to: Darlene G. Schweikert, Town Clerk, PO Box 368, Springville, NY 14141; or in person during normal business hours.

Deadline for applications is Friday, July 26, 2024.

JOB POSTING

Deputy Town Clerk/FT: The Town Clerk is accepting applications for a Deputy Clerk position in the Town Clerk's Office. This position is appointed by and under general supervision of the Town Clerk/Tax Receiver who outlines office policy, assigns work, evaluates work in terms of effectiveness in accordance with applicable laws, codes and ordinances. Provides administrative and program support and conducts official activities in the functions, services, and operations of the Town Clerk's office; maintains official documents and records; provides varied specialized office administrative support to the Town Clerk/Receiver of Taxes; acts for the Town Clerk and First Deputy Town Clerk in their absence and performs related work as required.

Essential Job Functions:

- Assist the Town Clerk in performing the functions of the Town Clerk's Office; act in absence of the Town Clerk as required.
- The position involves extensive public contact, necessitating excellent communication, people skills, customer service, independent judgement, professionalism, and discretion in regard to confidential issues.
- Issues and records permits and licenses for a variety of purposes, e.g., dog licenses, marriage licenses, DEC hunting and fishing licenses, tax payments, handicap parking permits and collects all associated fees.
- Receives and processes public records requests (Freedom of Information).

Knowledge/Qualifications:

- Excellent communication skills; ability to establish and maintain effective working relationships with fellow workers, municipal officials, and the general public in a helpful, courteous manner.
- Competent skills with English grammar and spelling; can perform various typing, clerical, record keeping duties.
- Proficient computer skills; ability to operate computer software programs and equipment; knowledge of internet operations and email; and working knowledge of standard office equipment.
- Ability to employ good judgement in making decisions in light of established standards; resourcefulness in meeting new problems.
- Ability to multi-task in a work setting with multiple distractions/interruptions, and the ability to adapt to changes.
- Basic knowledge of the principals and practices of accounting; ability to work with spreadsheets and reports; and perform data entry with speed and accuracy.
- Ability to work with independence; ability to formulate a work product with only generalized instructions.
- Ability to use discretion in regard to confidential issues.
- Experience in cash handling.
- Skilled in telephone etiquette.
- Ability to understand and follow both written and verbal instructions and to work under both close and general supervision, depending upon the nature of the assignment.

Experience:

- High School diploma or equivalent.
- Three (3) years of administrative support and/or customer service.
- Ability to obtain and maintain Certification as a Notary Public.
- Town of Concord residency required.
- Salary commensurate with experience.

NYS Retirement enrollment offered with the position.

Please send resume to:

Darlene G. Schweikert, Town Clerk, PO Box 368, Springville,
NY 14141 or email information to townclerk@townofconcord.com