

OPENING FOR TOWN CLERK POSITION

The Town of North East is seeking applicants for appointment as Town Clerk.

The Town Clerk is the public face of the Town of North East, acts as the recording secretary to the Town Board, and takes minutes at Town Board meetings. The Town Clerk is responsible for keeping all public records of the Town of North East. The Town Clerk posts public notices and issues licenses. The Town Clerk also acts as Tax Collector. The Town Clerk is assisted by the Deputy Town Clerk, and has an office at Town Hall.

Applications for the position of Town Clerk are now being accepted. Applicants must be a resident of the Town of North East. Resumes can be emailed to Town Supervisor Chris Kennan at supervisor@townofnortheastny.gov. Individuals should possess strong customer service skills and be detail oriented. Proficiency in WORD and EXCEL required.

Town of North East, NY

Millerton, NY 12546

August 23, 2021