



**Office of Personnel and Civil Service  
Job Announcement  
Please Post Conspicuously**

Michael Mascarenas  
County Manager

Shaun Gilliland  
Chairman of the Board

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**TITLE: TOWN OF SCHROON- CLERK (PART-TIME)**

**SALARY: \$16.83/HR.  
BASED ON EXPERIENCE**

**LOCATION: SCHROON LAKE TOWN HALL, 15 LELAND AVE., SCHROON LAKE**

**JOB SUMMARY:** The work involves responsibility for performing routine clerical work and/or assists in performing more difficult and responsible clerical work. The work is primarily of a routine nature and involves the performance of standardized clerical tasks. Although detailed instructions are given for new or difficult assignments and procedures are rather definitely fixed, employees must exercise independent judgment in applying them to specific cases. The work is reviewed by immediate observation, by checking completed work, by periodic or spot checks, by cross checking, or by another step in the clerical process. The incumbent does related work as required.

The Clerk is responsible for performing a wide range of basic clerical and typing duties to support the functioning of all departments within the Town. *Duties will include, but are not limited to:*

- Sorting/organizing/preparing vouchers for vendor invoices;
- Data entry of vendor invoices into accounting program;
- Preparation and mailing of check payments to vendors;
- Preparation of letters and forms;
- Review emails; answer phones, photocopy and filing;
- Prepare and make bank deposits;
- Pick-up, sort and distribute mail;
- Will be taught certain duties of the current clerk in order to provide back-up coverage. These duties include the preparation of the daily landfill scale reports and bank deposits; and preparation of the Town's bi-weekly payroll.

**MINIMUM QUALIFICATIONS: Either:**

- (a) Graduation from high school or possession of a high school equivalency diploma; or
- (b) Two years of clerical experience; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

**(OVER)**



**Essex County Dept. of Personnel & Civil Service  
Essex County Government Center, 7551 Court Street, P.O. Box 217, Elizabethtown, NY 12932**



[essexcountyny.gov/personnel-and-civil-service](http://essexcountyny.gov/personnel-and-civil-service)



**518.873.3360**

**Essex County is an Equal Opportunity Employer**

**Please submit applications to:**  
**Town of Schroon**  
**P.O. Box 578**  
**Schroon Lake, NY 12870**

**Posting Date:** July 10<sup>th</sup>, 2024

**Application Deadline:** August 2<sup>nd</sup>, 2024



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