**TOWN OF CLARKSON**

**JOB OPENING for**

**FT DEPUTY TOWN CLERK**

The Town of Clarkson is accepting applications for Fulltime Deputy Town Clerk. \*Seeking a candidate of 5 years successful office/clerical/customer service experience, with excellent writing and basic accounting skills. \* Must be proficient in all aspects of Microsoft Office & Excel. \* Must have outstanding communication skills and enjoy working with the public. \* Must have the ability to multi-task while in a public setting. This position may include some evening hours. Please send a letter of interest and resume to Susan Henshaw at [townclerk@clarksonny.org](mailto:townclerk@clarksonny.org) or to Town of Clarkson, c/o Town Clerk, P.O. Box 858, Clarkson, NY 14430.