

The Town of Batavia is seeking a Deputy Town Clerk. The Deputy Town Clerk assists the Town Clerk in all phases of administrative functions in the Town Clerk's Office, including the duties associated as the Tax Collector. A complete job description and employment application is available on the Town of Batavia website at www.townofbatavia.com or at the Batavia Town Hall.

Experience with modern office practices including filing systems and use of labor-saving devices in office work; ability to initiate and maintain clerical records; ability to understand and carry out oral and written instructions; ability to keep simple financial records; ability to deal with the public effectively; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software. Must possess a valid NYS Driver's License. The salary for this position will be based on experience.

Please send completed employment application and resume with references to Hiedi Librock, Town of Batavia, 3833 West Main Street Road, Batavia, New York 14020. Application deadline is June 8, 2021.