

HELP WANTED
TOWN OF PATTERSON
SECRETARIAL POSITION

Town of Patterson
Town Hall
P.O. Box 470
1142 Route 311
Patterson, New York 12563

The Town Board of the Town of Patterson will be accepting resumes for the full-time position of Secretary. Work involves a wide variety of responsible clerical and record keeping duties, requiring confidentiality and use of independent judgment. Work involves considerable contact with the public and Zoning Board members. Work is performed under general supervision. The Secretary is responsible for conducting the day-to-day tasks necessary for the operation of the Zoning Board of Appeals including, but not limited to transcribing of minutes, filing, and other duties as directed. The position requires the attendance at Zoning Board of Appeals meetings held on scheduled ZBA meeting nights, typically one meeting per month.

Qualified individuals should demonstrate a knowledge of standard clerical work including a working knowledge of modern office terminology, procedures, equipment and record keeping skills; working knowledge of business arithmetic and English; ability to follow oral and written instructions; ability to take notes at a satisfactory rate of speed where appropriate; ability to use computers to perform office operations and to access the internet; ability to operate an alphanumeric keyboard; communicate effectively, both verbally and in writing; ability to establish and maintain effective working relationships; accuracy; clerical aptitude; mental alertness; neat appearance; tact and courtesy.

Starting Annual Salary: \$34,000. Resumes may be submitted to:

Eileen Fitzpatrick, Town Clerk
Patterson Town Hall
P.O. Box 470
1142 Route 311
Patterson, New York 12563.
townclerk@pattersonny.org