

**TOWN OF NEW LEBANON  
JOB POSTING  
HIGHWAY CLERK – HIGHWAY DEPARTMENT**

**HIGHWAY CLERK:**

The New Lebanon Highway Superintendent is accepting applications for the position of **Highway Clerk**. The Highway Clerk provides critical administrative and clerical support to the Highway Superintendent. The position is ideal for an applicant seeking an interesting, varied, part-time position with significant responsibility.

**Duties and Responsibilities**

- Open and sort mail – date stamp received – make copies of items, originals to be filed in the Town Clerk’s office
- Bills – open mail as bills come in – prepare vouchers with Highway Superintendent – follow up with vendors on billing questions or issues
- Keeping insurance up to date with the Town Clerk as vehicles are added or deleted
- CHIPS, FEMA, Road Salt Procurement, Road Inventory – work with the Highway Superintendent on these duties
- Supply ordering as Highway Superintendent requests
- Inventory – equipment and roads –work with the Highway Superintendent on these duties and report all to the Town Clerk’s office
- Add all NYS contract #'s to vouchers as required by law
- NYS DMV registrations for vehicles
- LENS and Partners In Safety
- Prevailing Wage

**Requirements for Applicants**

- High school diploma
- Computer skills, including Microsoft Word and other basic applications
- Excellent interpersonal skills, ability to interact with the public, professional demeanor
- Up to 15 hours per week
- Starting rate of \$20.00 per hour

**Interested applicants must send a letter of interest and a resume to be received no later than 4pm on Friday, January 3rd, 2025 to:**

**New Lebanon Town Clerk  
PO Box 328**

**New Lebanon, NY, 12125**

**Or via email to: [townclerk@townofnewlebanon.com](mailto:townclerk@townofnewlebanon.com)**