

TOWN OF NEW LEBANON
JOB POSTING
PLANNING/ZONING DEPARTMENT CLERK

Part-time, variable of up to 15 hours per week

Requirements:

- Ability to work independently as well as in harmony in a team setting (Interpersonal skills)
- Self-motivated; Self-directed. The majority of the workload is a remote "work from Home" position after the candidate has had sufficient in-house training.
- Ability to monitor, track, and comply with deadlines
- Reliable transportation
- Good Communications skills
- Knowledge of Microsoft WORD, EXCEL and OUTLOOK
- Knowledge of Adobe PDF or other PDF managing and editing Software helpful but will train
- Knowledge of basic office machines (ie: computers, printers, scanners)
- Ability to take meeting minutes – training provided if needed
- Available in-person two evenings per month for planning/zoning meetings. Office related tasks such as hard copy filing can be done either before or after meetings.
- Willingness to learn
- Must be able to plan, organize and prioritize work

Starting rate is \$18.50 per hour for up to 15 hours per week. For more information, please call the Building Department Administrator at 518-794-8884. Interested persons must send a letter of interest and a resume to be received no later than January 3, 2025 by 4:00 pm to: New Lebanon Town Clerk, PO Box 328, New Lebanon, NY, 12125 or via email to: townclerk@townofnewlebanon.com.