

# EMPLOYMENT OPPORTUNITY

## PLANNING & CODE ENFORCEMENT DEPARTMENTS

### PROVISIONAL FULL-TIME SENIOR CLERK

**2015 SALARY:** \$14.88/hr.

This is clerical work involving the responsibility for performing moderately difficult clerical duties requiring a general understanding of specific law, office rules, procedures and policies. Employees in this class will exercise independent judgment in the application of prescribed procedures and method to routine cases. General Supervision is received from a higher ranking clerical or administrative employee. Supervision may be exercised over the work of one or more lower ranking employees. Does related work as required.

**ACCEPTABLE TRAINING AND EXPERIENCE:**

Associates degree in Secretarial Science or related field; OR

Graduation from high school or possession of a high school equivalency and two (2) years of clerical experience which shall include the use of a personal computer.

**SUBMIT RESUME/APPLICATION TO:**

Carol Cooper-Finance Office  
Town of Halfmoon  
2 Halfmoon Town Plaza  
Halfmoon, NY 12065

Applications accepted until December 29, 2014