Clinton Seeking to Fill a Secretary to the Supervisor Position

This is a part time position with the responsibility to assist the Town Supervisor in the many activities that come before his office. These specific skills are needed for this position; WORD, EXCEL, and internet use. It would be helpful to understand employee Medical plans, bookkeeping, payroll, and HR support. This position will be available August 13 and transitional learning will be possible. If you are interested, contact Town Supervisor Ray Oberly by office phone at 845-266-5721 x105 or e-mail to TownSupervisor@TownofClinton.com. A brief resume would be appreciated early.