

**Job Posting**

Position: Deputy Town Clerk, part-time, up to 20 hours per week

Duties and responsibilities include but are not limited to:

Greet visitors, receive and record payments for various licenses and services, problem solve, provide excellent customer service to citizens, answer phone, refer inquiries to appropriate personnel, perform related work as required.

Application deadline: October 2, 2020

Interested applicants should **MAIL** or **EMAIL** resume to:

Town of Lysander Attn: Dina Falcone, Town Clerk, 8220 Loop Road Baldwinsville, New York 13027

Email: [townclerk@townoflysander.org](mailto:townclerk@townoflysander.org)

**NO PHONE CALLS**

**Applicant MUST be a resident of the Town of Lysander**