**Deputy Town Clerk – immediate opening.** The Town of Alden is seeking a 2nd Deputy Town Clerk to assist in the daily tasks of the Town Clerk’s Office. This position is part time, (19 hrs/week), Alden residency is required. Position duties include:

* Greets residents visiting the Town Clerk’s Office
* Answers phones and directs calls accordingly
* Reconciles daily transactions
* Process’ various licenses ie. dog, hunting, marriage, Handi Cap Parking
* Accepts and process’ tax payments
* Performs all basic Office tasks plus tasks specific to the Town Clerk’s Office
* Performs Town birth, death, and marriage record searches
* Inputs payables through the voucher process
* Accepts and distributes mail and/or packages received daily

**MINIMUM QUALIFICATIONS:**  College graduate preferred but not necessary, possess strong computer knowledge and skills, particularly in Microsoft Office. Additionally, candidate should have strong math and customer service skills. Interested candidates should send resume to: 2nd Deputy Town Clerk, c/o Alden Town Clerk, Alden Town Hall, 3311 Wende Road, Alden, New York 14004.