



TOWN OF LYSANDER

8220 LOOP ROAD BALDWINSVILLE, NEW YORK 13027

CAREER OPPORTUNITY

TITLE:	Deputy Town Clerk (Non-Competitive)
LOCATION:	Lysander, New York
TYPE:	Full-Time (35 hours per week)
SALARY:	\$23.96 hourly (\$24.96 after one year)

The Town Clerk is seeking a qualified individual to fill the position of Deputy Town Clerk. Under the direct supervision of the Town Clerk, the Deputy assists in administering the responsibilities of the Town Clerk's Office and must be capable of assuming full responsibility for operations in the absence of the Town Clerk.

Essential Duties and Responsibilities

- Assist residents promptly and courteously at the service counter.
 - Answer incoming phone calls promptly and professionally and transfer calls to appropriate departments when necessary. Handle incoming calls and use critical thinking to respond to all inquiries.
 - Compose correspondence, create forms, and develop spreadsheets as required.
 - File and create documents; maintain an organized filing system.
 - Post updates, notices, and information on the town website.
 - Organize town records for proper retention and disposal in compliance with state requirements.
 - Retrieve, date stamp, and distribute building mail daily.
 - Process Town Clerk's Office mail.
 - Issue and manage Dog Licenses, renewal notices, and delinquency notices; coordinate with the SPCA for owner information when necessary.
 - Issue marriage licenses, process transcripts, and issue DEC hunting licenses.
 - Issue and maintain records of disabled parking permits; input applications into the system and organize permit files.
 - Monitor and restock forms, applications, and office supplies.
 - Prepare vouchers for payment processing.
 - Balance and cash out register drawer at the close of business each day.
 - Prepare and make bank deposits.
 - Additional duties as required.
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Required Knowledge, Skills, and Abilities

- Ability to accurately collect, record, and manage payments.
 - Strong organizational and recordkeeping skills.
 - Excellent communication and customer service skills.
 - Proficiency with standard office software, including Microsoft Word, Excel, and other relevant applications.
 - Proficient and knowledgeable in the use of municipal property records and verbiage related thereto.
 - Ability to work independently and assume leadership of the office when necessary.
 - Willingness to perform other duties as assigned.
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Minimum Qualifications

- Previous experience in municipal government, public administration, or related public service work strongly preferred.
 - Clerical or office administration experience required, with demonstrated ability to manage multiple tasks in a fast-paced environment.
 - Experience handling money and maintaining financial accuracy.
 - Familiarity with municipal records management and state retention schedules.
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Candidate must reside in the Town of Lysander

How to Apply:

Interested candidates should submit a cover letter and resume to the Town Clerk's Office by October 20, 2025 via email: townclerk@townoflysander.org. No phone calls please.