



**Office of Personnel and Civil Service  
Job Announcement  
Please Post Conspicuously**

Michael Mascarenas  
County Manager

Stephen McNally  
Chairman of the Board

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**TITLE: PART-TIME CLERK TO THE SUPERVISOR-TOWN OF LEWIS**

**SALARY: Salary commensurate with experience.**

**LOCATION: Town of Lewis, 8574 US Route 9, Lewis**

**JOB SUMMARY** This is an important confidential staff position involving the responsibility for assisting in the administration of town services. The Clerk to the Supervisor acts as a representative of the Town Supervisor in a variety of matters including dealings with citizen groups, business and professional organizations, other government agencies, and town residents. This position also requires an individual who is highly confidential regarding all Town, residents, and employee information. This position may require some night and weekend commitment

**MINIMUM QUALIFICATIONS: Either:**

- (a) Graduation from high school or possession of a high school equivalency diploma and three years of experience in maintaining financial accounts and records; or
- (b) Five years' experience in maintaining financial accounts and records; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

**NOTE: Completion of college study in accounting may be substituted for paid experience on a year-for-year basis.**

**Please submit all applications & resumes to:  
Town of Lewis Supervisor's Office  
P.O. Box 59  
Lewis, NY 12950**

***\*Applications will be accepted until candidate has been selected\*\****

**(OVER)**



Essex County Dept. of Personnel & Civil Service  
Essex County Government Center, 7551 Court Street, P.O. Box 217, Elizabethtown, NY 12932



[essexcountyny.gov/personnel-and-civil-service](http://essexcountyny.gov/personnel-and-civil-service)



518.873.3360

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