



Employment Opportunity

Town of Skaneateles - Clerk I Position

Minimum Requirements

- Excellent written and verbal communication skills
- Accurate basic math and accounting skills
- Attention to detail and the ability to maintain confidentiality
- Must be organized, self-directed, and able to perform multiple and varied tasks
- Proficiency in Microsoft products and ability to learn proprietary systems

Candidates will be subject to background check. Salary depends on experience.

Send letters of interest and resumes to:

Julie A. Stenger, Town Clerk

24 Jordan Street

Skaneateles, NY 13152

or email: jstenger@townofskaneateles.com

(315) 685-3473