

The Town of Kingsbury is seeking candidates for an interim Town Clerk/Tax Receiver/Registrar. Kingsbury Town Hall is open Monday – Friday from 8:30 – 4:00. The position of the Town Clerk shall have all the powers and duties as set forth in New York Town Law §30 and such other powers and duties as may be conferred or authorized from time to time, either by local law or resolution of the Town Board. The ideal candidate will have demonstrated administrative capacities, strong communication and interpersonal skills, proficiency with Microsoft Word and Excel (as well as other computer programs), excellent record keeping ability, a community service philosophy, and a team player attitude. Minimum requirements resident of Kingsbury, graduation from high school (supplemented by courses in municipal operations, business education or office procedures) several years of experience in work involving the maintenance and preparation of records and the collection and management of monies, or any equivalent combination of experience and training. Interested candidates can apply through Indeed with a resume and letter of interest.

Below is a sample of some of the routine responsibilities:

- Records Management Officer/Custodian of all records, books, and papers of the Town
- Answer FOIL requests
- Publish public notices in newspaper
- Registers births and deaths
- Filing of certificates, oaths and other papers required by law
- Issues dog, marriage, and other licenses and collects fees for such licenses
- Types correspondence and other materials as required
- Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments
- DEC, Hunting, Fishing and Trapping Licenses
- Tax duties: taking payments, keeping receipts in order and writing in tax book
- Take mail to the post office and deposits to the bank
- Answer phone and assist customers in the Town Hall

This position is to fill the vacancy created by the planned retirement of the currently elected Town Clerk. To retain the position beyond December 31, 2024, the interim Town Clerk will have to be elected in a special election for a one-year term. After the one-year term, the position becomes an elected position for a four-year term.