



VILLAGE OF FORT EDWARD

118 Broadway, P.O. Box 345, Fort Edward, N.Y. 12828

Phone (518) 747-4023 Fax (518) 747-0476

www.villageoffortedward.com

BOARD OF TRUSTEES

Mayor Matthew Traver

Trustee Peter Williams

Trustee John Boucher, Jr.

Trustee Edward Carpenter

Trustee Phil Perry

June 11, 2018

POSITION AVAILABLE: Clerk/Treasurer, Village of Fort Edward

The Clerk/Treasurer is subject to the direction and control of the Mayor. However, state law imposes numerous responsibilities upon the Clerk (Village Law §4-402), which the Clerk has an independent responsibility to perform. The Treasurer (Village Law §4-402) serves as the chief fiscal officer of the village.

ESSENTIAL DUTIES & RESPONSIBILITIES

Clerk: Village Minutes, Oath of Office, Local Legislation, Order to Pay Claims, Transmitting Funds, and Maintaining Postings, Custody & Production of Books and Records, Filing, publishing notices relating to resolutions, local laws, public meetings, and open meetings, fulfilling freedom of information requests. Serving as point of contact for citizens with questions about the village, acting as liaison between citizens and the village board of trustees. Perform other duties as assigned.

Treasurer: Accounting, Bank Deposits, Signing Checks, Payment, and Annual Financial Statement. Other duties as assigned.

EDUCATION/EXPERIENCE

- Associates degree or better and three to five years in a professional office setting with progressive experience.
- Communicate effectively to all levels of the organization with exceptional written and verbal skills. Strong ability to keep information confidential.
- Applicants must be proficient with computer skills including Microsoft Office, especially Microsoft Excel.
- Applicants must be able to multi-task in a sometimes fast paced environment, possess excellent organizational skills and have an analytical ability.
- Applicants must have strong communication and interpersonal skills, be able to work with different groups of people, maintain a professional appearance and enjoy working with the public.
- Experience working for a municipality is preferred.

REQUIRED DOCUMENTS

- Completed application (www.villageoffortedward.com)
- Resume and cover letter
- References (2 professional, 2 personal)
- Include your salary history and requirements

DISCLAIMER

This job posting is intended to describe the general nature of this position. It is not an exhaustive list of all responsibilities, duties and skills required. For more information on this position, please reference the statutory duties set forth in New York State Village Law §4-402 and §4-408. Additionally, references will be verified. Employee benefits including health, dental, PTO are available.

Original application and supporting documentation can be mailed to P.O. Box 345, Fort Edward, NY 12828, delivered in person to 118 Broadway, Fort Edward, NY 12828, Monday-Friday from 8:00-4:00pm, or Emailed to mayor@villageoffortedward.com. Deadline for submission is July 9, 2018 at 4:00pm.