

Town of Hector
Job Opening
Deputy Town Clerk

LAST DATE TO FILE: Applications will be accepted until the position is filled.

SALARY: Minimum starting wage of \$17.50/hour, with an increase after a Notary license is obtained.

HOW TO APPLY: Applicants **must** submit an original Civil Service “Application for Employment and/or Examination” to **Schuyler County Civil Service office**, 105 Ninth St., Unit 21, Watkins Glen, NY 14891. Faxed or emailed applications will be accepted.

VACANCY: At the present time, there is one, full-time position (30-35 hours a week). This is considered an “Exempt” classified position for Civil Service.

RESIDENCY REQUIREMENT: Candidates must have been legal residents of Hector for at least one month immediately preceding the date of application.

DISTINGUISHING FEATURES OF THE CLASS: This position assists the Town Clerk in performing a variety of clerical tasks in connection with the proceedings of the Town Board and in the operation of town government. Work is performed under the general direction of the Town Clerk. Does related work as required.

TYPICAL WORK ACTIVITIES: Assumes the duties of the Town Clerk during his/her absence; Prepares material for Town Board meetings; May attend meetings, record proceedings or take notes, and maintain records; Indexes and files a variety of legal instruments; Issues state and town licenses and permits; Answers questions from the public and provides information; Checks vouchers and invoices for accuracy and completeness; Prepares tax bills, collects payments, and posts to the proper accounts; Prepares certified copies of records according to state regulations. Town of Hector requires; having or obtaining a Notary Public Certification and perform notary duties as needed. Also, Processing fingerprints for background checks per Identogo protocol (applicant must pass background check). Maintain the park reservation calendar. Maintain a petty cash drawer.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of office terminology, procedures and equipment; Working knowledge of the organization and operation of town government; Working knowledge of business arithmetic and English; Ability to accurately maintain records and prepare reports; Ability to deal efficiently with the public; Clerical aptitude; Dependability; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: High school diploma or equivalent or one year of satisfactory clerical experience. Town of Hector would also request the person have the ability to work with the public, communicate effectively orally and in writing and maintain confidentiality.

Applications and announcements are available at www.schuylercounty.us or at the Schuyler County Civil Service Office, 105 Ninth St., Unit 21, Watkins Glen, NY 14891 (607) 535-8190

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