

PART-TIME CLERK - Town of Henrietta – Town Clerk’s Office - Monday through Friday, 12:00pm-4:00pm, with availability Monday through Friday, appx. 35 hours per week during the months of January, February, and September.

Town of Henrietta, Town Clerk’s Office

The Henrietta Town Clerk’s Office is looking to fill a permanent **part-time position. Qualified applicant must have exceptional communication skills, customer service skills, and a great work ethic. Must currently be or legally qualified to become a New York State Notary Public.**

Some of the job duties include:

- **Interacting with the public**
- **Answering phone calls**
- **Issuing dog licenses, marriage licenses, hunting licenses, and handicap parking permits**
- **Processing payments for recreation programs, building permits, sewer bills, and property taxes**
- **Processing and sorting mail**
- **Becoming an authorized passport agent**
- **Notary public**

Interested applicants can submit an application to jobs@henrietta.org.

Applications can be found on the Town of Henrietta website, www.henrietta.org under the Document Center/Miscellaneous.