

TOWN OF WHITEHALL

57 Skenesborough Dr

Whitehall, NY 12887

Phone :518-499-1535 Fax :518-499-1546

Town Supervisor, John W. Rozell

Councilperson, David Hollister

Councilperson, Stephanie Safka

Town Assessor, Roberta Stone

Town Clerk, Jamie Barnhill

Superintendent of Highways, Louis Pratt

Councilperson, Christopher Dudley

Councilperson, Francis Wilbur

The Town of Whitehall is seeking a dependable and detail-oriented **Town Clerk/ Tax Collector** to perform daily municipal operations.

The ideal applicant will have high attention to detail and accuracy, proficient in office procedures and equipment, receive and direct telephone calls, ability to meet and relate well with the public, courtesy and maintain accurate files and records.

Successful applicant **MUST** be a resident within the Town limits and have a high school diploma or equivalent, strong computer, multitasking and organizational skills. Strict observance of confidentiality is a must when dealing with records of the municipality and successfully pass a background investigation. Proficient in Microsoft Word and Excel, and previous experience in an administrative/clerical position is desired.

Responsibilities include working with the public, money management/collections, license sales, and Vital Records. Tax Collector collects taxes from Jan. 1st through March 31st for all parcels within the Town, maintain daily cash reports, and record all collections on tax roll for county.

For more information, please apply in person at the Whitehall Town Clerk's office, 57 Skenesborough Dr. Whitehall Mon.-Thurs. 9-3. Or email your resume to townclerk@townofwhitehallny.gov.