

Part Time Clerk

Village of Johnson City

Johnson City, NY

Job Type(s)

Part Time – 10-15 hours per week

Job Description

The Village of Johnson City is looking for a Part-Time Clerk working 10-15 hours weekly at 243 Main Street, Johnson City, NY. Duties include: Identify and inventory vacant properties within the Village of Johnson City; coordinate a task force; assist with planning and hosting community workshops.

Candidate Profile

Qualification: High School

Experience: Entry Level

- Basic MS Office skills including Excel, Word and Outlook
- High level of communication & organizational skills
- High ethical standards, confidentiality and professionalism
- Must be detail oriented
- Ability to work independently and interact well with others
- An interest in sustainable local governance, planning or code preferred

Company Profile

The Village of Johnson City is a great place to work. Within the Village there are many opportunities for employment. The Village of Johnson City is an Equal Opportunity Employer.

Apply

Phone: 607-798-7861

Fax: 607-798-7865

Website: <http://villageofjc.com>

Walk In: Applications can be found at gobroomecounty.com. Applications, together with a resume, can be submitted to Village of Johnson City Mayor's Office, 243 Main Street, Johnson City, NY 13790. If you have any questions, please contact Dai at (607) 798-7861.