

Town of Rhinebeck Job Opening
Secretary to the Zoning Board of Appeals, Planning Board and Zoning Administrator

The Town of Rhinebeck has an immediate opening for a part-time secretary to work about 25 hours per week, at \$12 per hour, including 2-3 evenings a month to cover meetings. In addition to the usual skills (typing, filing, strong knowledge of standard office software) the job requires taking minutes, handling money, basic accounting & bookkeeping, dealing with the public, and learning various aspects of Town government and administration, including specialized software and various laws, regulations and procedures.

Email resume to town.clerk@rhinebeck-ny.gov.