



TOWN OF WOODSTOCK
NEW YORK
TOWN CLERK

45 Comeau Drive
Woodstock, NY 12498
845-679-2113 x303

Employment Opportunity

Deputy Town Clerk

The Deputy Town Clerk is appointed by and works under the direction of the Town Clerk and assists with the daily operations of the Clerk's Office.

The position involves extensive interaction with residents and Town departments and requires strong customer service, organization, independent judgment, attention to detail, and comfort working with digital systems.

Duties

Duties include but are not limited to:

- Respond promptly and professionally to resident inquiries and requests by telephone, email, and in person, and follow through until matters are resolved or referred appropriately.
- Process and administer licenses, permits, applications, and certificates.
- Research information, including Town records, laws, and policies, and solve routine administrative problems.
- Maintain digital systems used for records, payments, reservations, document management, and communications.
- Create spreadsheets and digital forms and maintain databases.
- Administer Town facility and venue reservations.
- Serve as Vital Records Sub-Registrar: issue marriage licenses and process associated documentation; file and maintain birth and death records.
- Assist with tax collection (January - June).
- Receive, record, deposit, and reconcile Town revenues.
- Assist with the administration of the cemetery, including maintaining deeds and records and processing transactions.
- Work with other Town departments and assist residents in identifying the appropriate solution for their needs.
- Perform the functions of the Town Clerk when authorized or required in the Clerk's absence.

Preferred Skills/Experience

- Excellent customer service, telephone, email, and interpersonal communication skills.
- Strong organizational skills and attention to detail.
- Strong digital literacy and ability to work effectively in technical and web-based systems, databases, word processing, spreadsheets, document-management systems, licensing platforms, reservation systems, financial accounting software, or other office technology.
- Ability to work independently in a busy office while managing multiple requests and deadlines.

- Experience in administrative support, office administration, customer service, records management, government, banking, or related field.

Minimum Qualifications

High school diploma or equivalent work experience. College degree preferred. Notary Public a plus.

Employment Details

Part- or full-time, up to 35 hours per week. Office hours are Monday–Friday, 8:30 a.m.–4:00 p.m., with a 30-minute lunch break. Occasional evening hours may be required to cover Town Board meetings.

Benefits include paid time off and health insurance, including medical, dental, and vision coverage.

Pay: \$26 - \$30/hour

How to Apply

Send a résumé to rbrooks@woodstockny.gov with “Deputy Clerk Application” in the subject line.