

Employment Opportunity

Deputy Town Clerk / Office Assistant

Town of Tupper Lake

The **Town of Tupper Lake** is seeking a motivated, organized, and dependable individual to fill the position of **Deputy Town Clerk / Office Assistant** at the Town Offices located at 120 Demars Boulevard, Tupper Lake, NY.

Responsibilities Include:

- Assisting the Town Clerk with daily operations and administrative duties
- Providing courteous customer service to residents and visitors
- Answering phones and responding to inquiries
- Maintaining records and filing systems
- Assisting with permits, licenses, and official documents
- Performing general office and clerical tasks
- Assisting the **Town Planner, Code Enforcement Officer, and Zoning Officer** with administrative and office support functions
- Supporting various town departments as needed

Qualifications:

- Strong organizational and communication skills
- Proficiency with Microsoft Office and general office software
- Ability to multitask, prioritize work, and work independently
- Excellent customer service and interpersonal skills
- Attention to detail and accuracy
- Municipal office experience is preferred but not required

The successful candidate will be dependable, professional, and committed to serving the residents of the Town of Tupper Lake.

How to Apply

Interested applicants should submit a resume and cover letter to:

Town Clerk's Office

Town of Tupper Lake

120 Demars Boulevard

Tupper Lake, NY 12986

Email: clerk@townoftupperlake.com

Position Open Until Filled

The Town of Tupper Lake is an Equal Opportunity Employer.