

**COUNTY OF GREENE
TOWN OF NEW BALTIMORE
3809 COUNTY ROUTE 51
HANNACROIX, NY 12087**

TO: The Daily Mail

FROM: Barbara Finke, Town Clerk
Marjorie Loux, Deputy Town Clerk
Diane Jordan, Deputy Town Clerk

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DATE: November 13, 2018

Please place the following advertisements in The Daily Mail daily for fourteen days.

The Town of New Baltimore Tax Collector is seeking a part-time Clerk to be trained by Tax Collector to work one day a week during January and February and to fill in at other times when tax collector is not available. Duties will include the collecting and processing of property tax and sewer and water fees. Knowledge of Quick Books and BAS Programs helpful but otherwise included in training. Applicant should have strong communication, mathematical and inter-personal skills and enjoy working with the public. Interested candidates should send resume to Diane Jordan, 3809 CR 51, Hannacroix, NY 12087 or by e-mail to djordan@townofnewbaltimore.org by December 1 deadline.