



TOWN OF GALWAY SARATOGA COUNTY, NEW YORK

Office of the Supervisor
5910 Sacandaga Road
Galway, New York 12074
518-882-6070
Michael A Smith, Supervisor

Please take notice that the Town of Galway, New York with Town Offices at 5910 Sacandaga Road Galway, NY is seeking applications for Town Clerk, Deputy Town Clerk and Tax Collector.

The Town Clerk is an elected position that, will be appointed by the Town Board for the interim term but will require election either thru write in vote in the November 2021 election or by formal election in November 2022.

The Deputy Town Clerk is an appointed position by the Galway Town Board and, will be filled as soon as possible. The Deputy serves at the request of the Town Board, the position is hourly, and must follow all of the same duties as the Town Clerk. The Deputy acts in the same capacity as the Town Clerk during the Town Clerks absence. At the Town Boards request the Deputy Town Clerk as will serve as the Deputy Tax Collector.

The Tax Collector is an appointed position by the Galway Town Board and, will be filled as soon as possible, typically the Town Clerk and the Tax Collector have been held by the same person but are two separate positions and can be held by different people.

Attached is a job description for the Town Clerk and the duties listed overlay that of the Deputy Clerk. For consideration for all of these positions please provide an email or cover letter and a resume to Michael Smith, Town Supervisor, either via US mail to the address listed above or feel free to email to msmith@townofgalwayny.org. The Supervisor, may also be reached via cell phone at 518-779-9425.

TOWN CLERK

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class is responsible for administrative work covering the many business transactions required by town law and by action of the Town Board. General overall supervision of Town functions is exercised under the Town Board to whom the Town Clerk is directly responsible. Considerable judgment and discretion is permitted. Does related work as required.

TYPICAL WORK ACTIVITIES:

Attend all meetings of the Town Board to present Town business;
Acts as a Clerk of the Town Board and keeps a record of their proceedings;
Keeps account of all receipts and expenditures with a uniform system and deposits all monies received;
Records actions of the Board;
Issues licenses and permits;
Has custody of Town records, books, papers, reports, and communications;
Keeps the seal of the town;
Keeps a record of all town resolutions and local laws;
Acts as records officer;
Answers all correspondence;
Posts all legal notices;
Files records and papers;
Assists in the preparation of budget estimates;
Purchases supplies and equipment for the Town;
Recommends purchase of necessary supplies and equipment;
Prepares required correspondence;
Prepares and files annual report showing in detail all revenues and expenditures and outstanding indebtedness;
Prepares invoices for proper billings
Performs duties as assigned by the Town Board.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Extensive knowledge of Town Law and procedures; ability to organize and administer a variety of activities; accuracy; dependability; honesty; ability to get along well with others; sound judgment; tact.

PREFERRED MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma (GED) and three (3) years of experience in maintaining financial and business accounts and records.