



Councilman
Allen Bango II
Councilman
Lonnie Phipps

Zachary J. Smith - Supervisor
Joseph Langs - Highway Superintendent
(315) 543-2315
Andrea Paterson - Town Clerk/Tax Collector
(315) 543-0030
P.O. Box 460
Harrisville, NY 13648
www.townofdianany.gov

Councilman
Carl Pierce
Councilwoman
Kelly Ritz

JOB VACANCY TOWN OF DIANA, NY

Town of Diana Deputy Clerk/Deputy Tax collector

Applicants must be a resident of the Town of Diana, NY. Proficient with Microsoft office 365, strong communication skills, Willing to learn software program for BSA for Registrar software. Ability to answer phone calls and work with the public. Training will be provided. Please return resume or letter of interest to the Town Clerks Office PO 460 Harrisville NY 13648

Clerk Duties (year round)

- **Record clerk money in checking accounts and Petty Cash / Audit-Balance**
- **Attend monthly board meetings – Record minutes / Provide clerks financial report**
- **Check town mail/Distribute to departments**
- **Monthly Billing Vouchers/Abstract – Present to the board at monthly meeting**
- **Record retention/ Marriage Certificates/Death certificates / Oaths of Office**
- **Upkeep of towns website**
- **Answer phone calls and emails**

Tax Duties (Jan 1st to June 1st)

- **Collect Tax money for town and county**
- **Post payments/Record payments**
- **Release payments to Town and County**
- **Communication with County Tax Office**

Water Clerk

- **Record water money in checking accounts and Petty Cash / Audit-Balance**
- **Attend monthly board meetings – Provide water financial report**
- **Billing water district customers.**
- **Process request for service disconnects and connect**
- **Upload meter reading from water district**
- **Calculate re-levy yearly by November 15th and share with county**

This institution is an equal opportunity provider and employer.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.