



Town of Rhinebeck Highway Department

119 Rhinecliff Rd, Rhinebeck, NY 12572

Phone: 845-876-6263

Robert Wyant, Highway Superintendent

POSITION AVAILABLE

Title: Secretary, part-time

Office location: Town of Rhinebeck Highway Department
119 Rhinecliff Road, Rhinebeck, NY

Hours: not to exceed 25-30 hours per week

Pay rate: \$16/hour to start (increase after probationary period)

Start Date: immediate

General Responsibilities

Lending direct support to the Highway Superintendent & Buildings & Maintenance Supervisor

General office duties

Bookkeeping, bill processing

Maintain payroll records

Write, edit and review correspondence

Assist in resolving service issues

Represent the department to the public and to government agencies

Special projects as directed

Requirements

Strong communication skills, both written and verbal

Strong organizational skills

Excel spreadsheet experience

Ability to juggle multiple projects and keep track of details

Proficiency in computers and an ability to provide technical assistance in a

Windows operating system for a small office

Prior experience in an office environment

Please send resume and cover letter to:
rwyant@rhinebeckny.gov

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Rhinebeck, NY 12572