

***Town of Ticonderoga***  
***Vacancy Announcement***  
**Administrative Assistant**

The Town of Ticonderoga is seeking to immediately fill the full-time position of Administrative Assistant. This position would split their time working between the Finance Department and the Town Supervisor's Office. The successful candidate will be selected on the basis of experience, knowledge of finance / accounting and communication skills (written and verbal). This is a competitive class position and the successful candidate would initially be hired on a provisional basis and would be required to pass the civil service examination for the title of Administrative Assistant.

**Job Duties and Responsibilities:**

- Perform a variety of financial duties including bank reconciliations, issuing and sending checks to vendors and coding vouchers;
- Responsible for assisting the Town Supervisor with the public relations function. Duties include: Assisting the Town Supervisor with responding to emails. Handling the Town Supervisor's on-line calendar. Answering phones for the Town Supervisor and following up with residents. Meeting with residents about complaints, taking notes, and reporting findings to the Town Supervisor;
- Prepare and assist with assembling a variety of weekly and monthly reports related to finance, accounting, payroll, fuel billing, etc.;
- Responsible for publishing and assisting with authoring (editing and formatting, etc.) the Town's monthly newsletter;
- Perform related duties under the direct supervision of the Fiscal Manager and/or Town Supervisor.

**Minimum Qualifications:** Either: (a) Graduation from a regionally accredited college or university with a bachelor's degree in accounting, business, public administration, or related field and one year of paid office experience in a public or private business. **OR** (b) Graduation from a recognized college with an associate degree in accounting, business, public administration, or related field and three years of paid experience as defined in (a). **OR** (c) Graduation from high school or equivalency and five (5) years of paid experience as defined in (a) above.

The Town of Ticonderoga offers a competitive salary and benefits package.

**Submission Requirements:** Applicants must complete a Town of Ticonderoga job application and can submit it by Friday, September 27, 2019, 4:00 p.m. via email, in person or mail to:

Laura Wright, Personnel Office  
132 Montcalm Street  
Ticonderoga, NY 12883  
[lwright@townofticonderoga.org](mailto:lwright@townofticonderoga.org)

The Town of Ticonderoga is an Equal Opportunity Employer.