

TOWN OF HORSEHEADS
JOB POSTING
09/29/2026

Town of Horseheads, NY is seeking a full-time Deputy Town Clerk. 35 hours per week, 8:00 a.m. to 4:00 p.m. Monday through Friday. If you are interested, please submit your resume to the Town Clerk by October 14, 2026. Tentative start date November 2026.

Core Responsibilities:

- Assisting Town Clerk and supporting all functions of that position
- Record Management
- Public Interaction and Services
- Election and Licensing duties
- Administration and Office Support
- Legal and Statutory Compliance

Qualification and Skills

- High school diploma or possession of an equivalency diploma
- Experience in administration roles
- Knowledge of Municipal Laws
- Effective communication skills – enjoy working with people
- Record management skills
- Strong computer skills with Microsoft Word and Excel
- Knowledge of Williamson Law Book Program preferred
- Ability to handle confidential information.

Salary, \$24.73 - \$29.12 per hour, depending on experience.

**Send resume to: Town of Horseheads
Attn: Cathy R. Wood
150 Wygant Road
Horseheads, NY 14845**