

TOWN OF GROVELAND RESIDENTS

Position available for Secretary to serve both Planning & Zoning Board a Part-time position seeking for a qualified candidate to attend monthly planning and zoning board meetings (usually once a month for each board) to take minutes of the meetings; in addition, create meeting agenda, letters, and filing. A qualified candidate must be able to work independently under general guidance from the Chairman to the boards and Code Enforcement Officer.

Basic use of Microsoft Word, Excel and email software are needed.

PLEASE MAIL RESUME TO: Groveland Town Clerk, 4955 Aten Road, Groveland, New York 14462 by close of business Monday April 19, 2021.