

## POSITION AVAILABLE

The Town of North Castle is accepting applications for a part-time clerical position in the Tax Receiver's office. Resume with salary history and references are required.

Applicants must be able to work flexible hours depending on the tax collection cycles, quarterly water collections and coverage needed for staff vacation and personal days.

Hours usually range between 5 – 15 hours per week.

### Job Description:

Assist in:

- Answering phones, opening & processing mail.
- Maintain parcel records – for a fixed portion of the Tax Roll's database regarding newcomer information, including preparing newcomer packet, banking and escrow updates.
- Process daily tax collection – busiest months are January, April, September & December; quarterly water collections are in March, June, September & December.

Required Skills: Basic typing and computer programs, use of calculator, pleasant phone skills; office experience a plus.

Position is available immediately.

Deadline for submissions is March 26, 2010 at close of business.

Hourly salary is based on experience and qualifications.

Submit resume, including references, and cover letter to:  
Patricia Colombo, 17 Bedford Road, Armonk, NY 10504

Fax: 914-273-3328

E-mail: [pcolombo@northcastleny.com](mailto:pcolombo@northcastleny.com).

Posted: March 10, 2010