

PART TIME OFFICE HELP:

The Village of Chatham is looking for an individual to work in various positions in the office of the Village Clerk/Treasurer; Zoning Board/Planning Board; and Court.

JOB DESCRIPTION:

The right individual will be able to multi-task and assist as outlined below:

Planning/Zoning Board Secretary: Assisting the Planning and/or Zoning Board in preparing meetings which will include Publishing Meetings to the Newspapers; creating the Agenda for distribution to the Planning and/or Zoning Board Members; taking and typing up Minutes from Meetings.

Assistant to the Court Clerk: Assisting the Court Clerk and Judge with Court matters. (Victoria to fill in?)

Assistant to the Village Clerk: Assisting the Village Clerk with answering phones; dealing with the public answering a variety of questions whether at the window or through emails; selling trash stickers; entering sales into the cash register; and filing as needed.

Assistant to the Treasurer: Assisting the Treasurer with filing invoices and mailings.

Human Resources: Ability to take over and manage personnel files including the organization of all personnel records.

REQUIREMENTS:

Good interpersonal skills and organizational skills; knowledge of Word, Excel (optional) Calculator and Cash Register; Ability to work both independently and assisting others.