



**1082 GRAVEL RD.
SENECA FALLS, NY 13148**

The Town of Tyre is interviewing qualified candidates for the full-time position of Secretary to the Supervisor. Candidates need to possess a working knowledge of basic office equipment and have intermediate level computer skills. Candidates must have a high level of organization and an ability to multi-task and work within deadlines. Some evening work is required for attendance and detailed minute-taking at meetings. Previous experience with municipal administration preferred but not required. Candidates must be professional and be able to create and maintain an interactive, pleasant and professional atmosphere. Candidates must be a pro-active self-starter who enjoys working in a team setting. Resumes with letters of intent should be emailed to: supervisor@tyreny.com with salary expectation no later than September 13, 2019 for consideration.