

# VILLAGE OF LAKE GEORGE

PLANNING & ZONING OFFICE  
VILLAGE HALL, 26 OLD POST ROAD  
LAKE GEORGE, NY 12845  
518-668-5771

## NOTICE OF VACANT POSITION

**Title:** Account Clerk\*  
**Status:** Permanent Full Time, 35 hours a week  
**Salary:** \$20.00/ hour (benefit eligible)

**Qualifications:** Graduation from high school or possession of a high school equivalency diploma and one (1) year of clerical experience maintaining financial accounts and records.

**Required Skills:** All the following experience/skill set:

- Must be proficient in Microsoft Office, Computer Use and Typing
- Must be able to work across enforcement disciplines
- Ability to understand and interpret oral instructions and/or written directions.

**Duties:** This position involves assisting the Village of Lake George, including duties in the Planning and Zoning Office, with normal day-to-day enforcement operations. Specific duties on a weekly basis would include, but not be limited to:

- Answer inquiries in person, and through phone / email
- Assists with Planning Board and Zoning Board meetings (evenings, 2x a month), developing agendas for meetings and typing minutes for meetings
- Partake in writing/transcribing and sending issuing notices/letters for compliance issues or violations
- Assists with general office duties as needed (see County listing)

Applications and Resumes will be accepted on a rolling basis. Please contact Dan Barusch, AICP, Director of Planning and Zoning at [dbarusch@townoflakegeorge.gov](mailto:dbarusch@townoflakegeorge.gov), or Julie Allen, Village Clerk at [clerk@lgvillage.org](mailto:clerk@lgvillage.org).

The Village of Lake George is an EOE/AA Employer.

*\*The position of Account Clerk is now approved under the NY HELPS Program. This program temporarily waives civil service exam requirements. Applicants will be hired based on their qualifications and experience.*