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TOWN OF NEW WINDSOR  
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## **Town of New Windsor Employment Opportunity**

### **Town Clerk/Treasurer**

#### **Permanent Full Time – 40 Hours per Week Position with Benefits**

#### **Salary Range \$43,680 - \$54,080 per Year based on Experience**

The Town of New Windsor is accepting applications for a Town Clerk/Treasurer. This is a permanent, 40 hours per week, salary position with a full benefit package available. This position has varied organization, administrative, clerical, recordkeeping, and support functions. The Town Clerk works under the direct supervision of the Town Manager and at the pleasure of the Mayor. This staff position is appointed by the Mayor with approval of the Town Council.

#### **Experience**

5-year experience and/or training in the area of municipal government management and administration accounting procedures or a commensurate combination of education and training. Prior experience working as a Town Clerk and/or Treasurer is highly desirable.

The employee shall possess the following abilities/skills:

- Comprehensive knowledge of the principals and practices of accounting and budgeting in municipal government
- Superior organizational and prioritization skills, be detail- oriented, and be able to communicate directly yet tactfully
- A mastery of the English language, including spelling, grammar and comprehensive communication
- Expertise operating general office equipment including a photocopier, facsimile machine, calculator, laptop and desk top computer, recording program used for meetings and a voice over phone system with voice mailboxes. Proficient with Microsoft Office 365 (Excel, PowerPoint, Word), Outlook, Adobe Acrobat and QuickBooks or equivalent payroll software.

#### **Application**

A job application, cover letter and resume are required for this position. Applications and full job description are available online at [www.newwindsormd.gov](http://www.newwindsormd.gov) and at Town Hall, 209 High Street New Windsor, MD 21776. Applications can be submitted by regular mail to PO Box 609, ATTN: Town Clerk/Treasurer Employment Opportunity, New Windsor, MD 21776 or email to: [gdye@newwindsormd.org](mailto:gdye@newwindsormd.org) by 3:00 PM, February 28, 2022.