



## **JOB OPPORTUNITY TOWN OF WAPPINGER**

The Town of Wappinger is seeking a full time **Temporary Clerk** to assist the Building Department with a special records management and document digitization project. This position will focus specifically on the organization, review, and digitization of existing Building Department records. The Temporary Clerk will assist with ensuring files are properly organized and prepared for electronic recordkeeping.

### **TYPICAL WORK ACTIVITIES:**

- Organize, sort, and file Building Department records and documents.
- Review existing files to identify duplicate documents and records.
- Assist with determining which duplicate documents should be separated or removed in accordance with departmental procedures.
- Scan and digitize paper records for electronic storage.
- Properly name, categorize, and organize electronic documents and files.
- Review scanned documents for completeness, accuracy, and legibility.
- Assist with reorganizing and maintaining physical files throughout the project.
- Maintain confidentiality when handling departmental records and information.
- Perform other clerical duties directly related to the special records organization and digitization project, as assigned.

### **MINIMUM QUALIFICATIONS:**

- Graduation from high school or possession of a high school equivalency diploma.
- Previous clerical, filing, records management, or document scanning experience is required.
- Be highly organized and detail-oriented.
- Have the ability to review and organize a large volume of documents accurately.
- Possess basic computer skills and be comfortable working with electronic files, scanners, and document management systems.
- Be able to follow established filing, naming, and document retention procedures.
- Maintain confidentiality when handling Town records and information.

**SALARY:** \$20.00/hour

**EMPLOYMENT STATUS:** This is a full-time temporary position, working Monday-Friday 8:30am-4:00pm, 35 hours per week. The assignment will run through December 31, 2026. This position is not eligible for benefits.

**APPLY AT:** Resumes can be emailed to [hr@townofwappingerny.gov](mailto:hr@townofwappingerny.gov) or you can apply in person at the Town of Wappinger, located at 20 Middlebush Road, Wappingers Falls, NY 12590

*This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Human Resources Department. The Town of Wappinger does not discriminate in its employment or any other programs or activities on the basis of sex, race, color, age, marital status, national origin, religion, disability, familial status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability if requested.*