

The Village of Lancaster is accepting applications for the position of part-time Secretary to the Planning Commission. Prior secretarial experience is required including knowledge of Microsoft Office. This person must be available to attend the monthly Planning Commission meetings on the 3rd Thursday of each month at 7:00PM. Responsibilities will include taking the meeting minutes, organizing and distributing documents for submitted projects, and other duties as needed. Estimated 2 to 4 hours per month. The approved salary for this position is \$1,900 annually.

There is a residency requirement and eligible candidates must reside in the Village of Lancaster. Interested persons may send résumé to: Village of Lancaster Clerk's Office, Attn: Human Resources, 5423 Broadway, Lancaster, NY 14086, or via email to: mstegmeier@lancastervillage.org. You may contact the Village Clerk's office at 683-2105 with any questions. Applications will be accepted through Friday, August 5, 2022.