

TOWN OF NEVERSINK
EMPLOYMENT OPPORTUNITY - PART-TIME
Assistant Building Inspector

This part-time position involving the performance of a variety of skilled tasks involved the performance of clerical and bookkeeping duties including making visual inspections of properties to detect violations of municipal codes relating to property conditions including snow and ice removal, accumulation of rubbish, and parking of unregistered automotive vehicles; Assesses and documents violations and issues order to remedy and/or appearance tickets as deemed necessary; appears in court to present testimony on behalf of the municipality; as well as other related activities not described.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of an associate's degree; or
- B. Two years of clerical experience including the performance of typing duties; or
- C. An equivalent combination of training and experience as described in A and B above.

The salary will be a minimum \$25.51 per hour based on experience not to exceed 17.5 hours per week, paid bi-weekly.

Applications must be received by February 14, 2025. Applications are available at Town Hall or on the Town of Neversink website. Please send applications to Chris Mathews, Supervisor, Town of Neversink, PO Box 307, Grahamsville, NY 12740, drop it off at the Town Hall or via email at supervisor@townofneversink.org. Please address any questions to Chris Mathews, Supervisor at (845) 985-2262, ext. 301.