



TOWN OF MONROE
TOWN CLERK
1465 ORANGE TURNPIKE
MONROE, NY 10950

THE TOWN OF MONROE TOWN CLERK'S OFFICE IS LOOKING FOR 1 – 2 INTERNS FOR THE SUMMER. IN ADDITION, OUR PLANNING / ZONING DEPARTMENT IS ALSO LOOKING FOR 1 INTERN. THIS IS A GREAT OPPORTUNITY FOR THOSE LOOKING FOR HOURS TOWARDS THEIR COMPREHENSIVE DIPLOMA.

DUTIES WILL INCLUDE...ASSISTING TOWN CLERK IN SETTING UP NEW RECORDS ROOM, FILING, INPUT INFO INTO DATABASE, SCANNING

TOWN HALL OFFICE HOURS 8AM - 4PM, MONDAY - FRIDAY

HOURS AVAILABLE FOR SUMMER...UP TO 7 HOURS/DAY, 5 DAYS/WEEK

EASILY EARN 150 HOURS TOWARDS YOUR COMPREHENSIVE DIPLOMA THIS SUMMER

SUMMER INTERN PROGRAM WILL BEGIN MONDAY JULY 9, 2018, AND END FRIDAY AUGUST 31, 2018

HOURS CAN BE WORKED OUT WITH TOWN CLERK

PLEASE CONTACT THE TOWN CLERK, MARY ELLEN BEAMS AT 845-783-1900 x100
OR E-MAIL maryellen@monroeny.org