

**HELP WANTED
TOWN OF NEWSTEAD
CLERICAL POSITION**

The Town of Newstead is seeking qualified professionals for an open position at the Newstead Highway office as follows:

A part-time confidential secretary to the Highway Superintendent. Interested individuals must have excellent people skills and good phone etiquette for reception work. The position requires proficiency with current Windows programs, all Microsoft Office programs and excellent organizational skills.

Interested candidates may submit a letter of interest and resume no later than December 19, 2025 to:

Town of Newstead
Attn: Town Supervisor
PO Box 227
Akron, NY 14001

The Town of Newstead is an Equal Opportunity Provider & Employer. Complaints of discrimination should be sent to: USDA Director, Office of Civil Rights, Washington DC 20250-9410