

PLEASE POST

JOB OPENING

TITLE: **CLERK TYPIST (Competitive/Permanent)**
DEPARTMENT: Highway
STARTING SALARY: Pursuant to TCEA Bargaining Agreement
SHIFT: Monday through Friday, 7:30 am – 2:00 pm
DATE: July 13, 2021

DISTINGUISHING FEATURES OF THE CLASS

The work involves the performance of standardized clerical tasks such as routine typing, filing, and mathematical computations requiring additions and subtractions. Work is performed under the direct supervision of a higher-ranking employee who gives detailed instructions for new assignments and practices. Does related work as required.

DUTIES AND RESPONSIBILITIES

Types forms, form letters, payrolls, bills, vouchers, records, reports, index cards and similar materials;
Transcribes dictaphone cylinders and longhand copy;
Relieves telephone switchboard operator;
Collects money and accounts for monies received;
Addresses envelopes on a typewriter;
Cuts and proofreads stencils;
Answers telephone, takes messages, relays information directly or over intercommunication system;
Assists in the preparation of payrolls and the maintenance of time cards;
Sorts correspondence, vouchers, and similar materials;
Makes and checks routine arithmetical computations;
Files correspondence, memoranda, reports and other materials;
Keeps payroll records, employee personnel files, accident and safety records;
Makes and checks routine arithmetical computations;
Acts as receptionist, directing callers to the proper person or office and gives information of a routine nature;
Operates an adding or other office machine;
Indexes materials;
Performs routine office work involved in the issuance of license and permits in preparation of tax rolls, and in preparation, mailing and collection of tax and utility bills;
May occasionally operate a keyboard to transcribe data to either punch cards, tapes, magnetic discs or directly to a computer.

KNOWLEDGE, TRAINING AND EXPERIENCE

Working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to type from clear copy or rough draft at a reasonable rate of speed; ability to understand and follow oral and written instructions; ability to write legibly; clerical aptitude; mental alertness; neatness; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of a high school equivalency diploma including or supplemented by a course in typing.
NOTE: Office clerical experience, including typing, may be substituted for the high school requirement on a year-for-year basis.
NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

THIS NOTICE IS POSTED IN COMPLIANCE WITH THE COLLECTIVE BARGAINING AGREEMENT BETWEEN THE TOWN OF CHEEKTOWAGA AND THE TOWN OF CHEEKTOWAGA EMPLOYEES ASSOCIATION AND SHALL REMAIN POSTED FOR A PERIOD OF EIGHT (8) WORKING DAYS. PLEASE SUBMIT AN ORIGINAL BID APPLICATION ADDRESSED TO THE PERSONNEL DEPARTMENT, A COPY OF SAME TO THE PRESIDENT OF THE TOWN OF CHEEKTOWAGA EMPLOYEES ASSOCIATION (Gregory Magnuszewski) AND TO THE SUPERINTENDENT OF HIGHWAYS (Mark Wegner).