

CLERKS (Part-Time) (3 Vacancies)

DEPARTMENT: Building and Plumbing
SALARY: \$16.00/hour
SHIFT: Monday through Friday, 9:00 am – 4:30 pm
DATE: May 22, 2024

DISTINGUISHING FEATURES OF THE CLASS

The work involves the performance of routine and standardized clerical tasks. Work is performed under the direct supervision of a higher-ranking employee. Detailed instructions are given for new assignments and practices. Does related work as required.

TYPICAL WORK ACTIVITIES

Sorts, indexes and files mail, bills, requisitions, and other material alphabetically and numerically;
Pulls material from files, makes file searches, maintains charge-out records and file cards;
Checks reports and records for accuracy and completeness;
Answers telephone and gives out information;
Operates office machines;
Makes entries on cards, bills, or in ledgers from original sources;
Assists in the preparation of payrolls and maintenance of time cards;
Opens, time-stamps, sorts, and distributes mail;
Operates a telephone;
Makes simple arithmetic computations;
Gives directional information;
Utilizes enhanced computer systems and equipment of assigned clerical tasks.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of office terminology, procedures, and equipment; working knowledge of business arithmetic and English; working knowledge of the functions and organization of the agency to which assigned; ability to understand and follow oral and written instructions; ability to write legibly; dependability; clerical aptitude; 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.

NOTE: Office clerical experience 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.

INTERESTED APPLICANTS SHOULD SUBMIT A JOB APPLICATION (WHICH CAN BE FOUND AT WWW.TOCNY.ORG) TO THE TOWN AT EMPLOYMENT@TOCNY.ORG.