

**PLEASE POST**

**#2025-30**

JOB OPENING

TITLE: **CLERK (Part Time)**  
(Non-Competitive/Permanent)

DEPARTMENT: Personnel

SALARY: \$17.00/hour

SHIFT: Flexible Hours (19 hours/week)

DATE: February 7, 2025

TYPICAL WORK ACTIVITIES

Processing of Erie County Personnel records;  
Purging, cataloging, and boxing of records;  
Working with New York State retention rules;  
Ability to understand and perform a complex level system of filing/record keeping.

DESCRIPTION OF DUTIES

Work is of a confidential nature. Must possess strong attention to detail; ability to multi-task; knowledge of cataloging, collection, and records retention a plus. Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS

- a. 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.

**PLEASE SEND JOB APPLICATIONS AND RESUMES TO [www.employment@tocny.org](mailto:www.employment@tocny.org).  
NO PHONE CALLS PLEASE.**