

PLEASE POST

#2026-06

JOB OPENING

TITLE: **SENIOR CLERK**
Competitive/Permanent

DEPARTMENT: Office of the Town Assessor

SALARY: Pursuant to the TCEA Bargaining Agreement

SHIFT: Monday through Friday, 9:00 am – 4:30 pm

DATE: January 30, 2026

GENERAL STATEMENT OF DUTIES

The work involves the performance of a variety of clerical duties of average difficulty. The incumbent examines and verifies records, compiles reports, maintains files, posts, performs simple mathematical computations, maintains payroll and attendance records and acts as a receptionist. Work is performed under the supervision of a higher-ranking employee, with leeway allowed for the exercise of some independent judgment. Supervision may be exercised over lower-level clerical personnel.

TYPICAL WORK ACTIVITIES

May occasionally operate a keyboard to transcribe data to a computer;
Prepares client records;
Acts as receptionist, directing callers, securing form data required such as medical histories, making appointments;
Verifies payments and receipts with records, inventories and compiles report data from office records;
Sorts, distributes, codes and files department records and correspondence;
Answers telephone and gives out information from office records;
Searches files;
Maintains file and record controls;
Posts to and keeps legal and like files and records;
Computes prices and extensions on bills and receipts;
Maintains payroll, attendance and other personnel records for department;
Maintains office supplies, supply inventory records, prepares discrepancy reports;
Collects and verifies readily obtainable statistical data;
Examines maps to determine location and other data.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; good knowledge of functions and organizations of agency to which assigned; ability to compile routine data and to prepare reports; ability to supervise the work of clerical personnel; ability to understand and follow difficult oral and written instructions; dependability; clerical aptitude.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of a high school equivalency diploma and one (1) year of office clerical experience.

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 TOWN ASSESSOR (Janene Sweet).