

TOWN CLERK'S OFFICE PART TIME CLERK POSITION

GENERAL STATEMENT OF DUTIES

Performs routine clerical duties; performs related duties as required.

COMPLEXITY OF DUTIES

Under direct supervision, the duties are routine and the work is reviewed for quality, accuracy, and completeness.

TYPICAL DUTIES

1. Sorts and reviews invoices, vouchers, and other fiscal and statistical records.
2. Examines and sorts legal documents, applications, vouchers, and other forms for accuracy and content.
3. Maintains time, payroll, inventory and other reports.
4. Acts as desk clerk or receptionist and may refer callers to proper sources of information.
5. Performs routine filing duties.
6. Operates standard office equipment requiring no previous training.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Knowledge of grammar, spelling, and arithmetic.
2. Knowledge of modern office practices, procedures, and equipment.
3. Ability to follow oral and written instructions.

MINIMUM QUALIFICATIONS

Training and Experience

1. Graduation from high school;
or
2. Two years of experience in clerical work;
or
3. Satisfactory equivalent combination of training and experience.

If interested in the position, please email a resume plus cover letter summarizing qualifications to Robert Weitzner, Commissioner of Human Resources, at email: careers@northhempsteadny.gov.