

TOWN OF CLARENCE
ONE TOWN PLACE, CLARENCE, NEW YORK 14031

JOB OPENING

THE TOWN OF CLARENCE IS AN EQUAL OPPORTUNITY EMPLOYER

CLERK

Distinguishing Features of the Class: The work involves the performance of routine 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, ledger cards, 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 telephones 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 in the completion of assigned clerical tasks.

Full Performance Knowledge, 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 possession of a high school equivalency diploma.

Note: Office clerical experience may be substituted for the high school requirement on a year-to-year basis.

Note: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.