

**Town of Lancaster, NY
Employment Opportunity**

THE TOWN OF LANCASTER IS AN EQUAL OPPORTUNITY EMPLOYER
RESIDENCY PREFERENCE

The Town of Lancaster is accepting applications for the position of Clerk part-time in the Town Supervisor's Office. Please see the job description below regarding specific job duties and requirements.

Completed employment applications and resumes may be mailed or delivered to:

Office of the Supervisor
Johanna M. Coleman, Town Supervisor
21 Central Avenue
Lancaster, NY 14086

Any questions may be directed to Johanna Coleman or David Brown at (716) 683-1610.

Posted: June 23, 2017

CLERK

Rev. 12/96
Erie County
A-001, FT
A-006, PT
A-010, Seas.
JG I
MJE/a

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, 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 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 in the completion 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