

The Town of Southeast is seeking to hire a part-time clerk for the Building Department. The candidate will possess strong computer skills and aptitude and be capable of performing in a busy office setting. Excellent Communication skills are essential.

The part-time role offers 18 hours a week at a starting salary of \$16 per hour. Please submit a cover letter and resume to Michael Levine, Building Inspector at mlevine@southeast-ny.gov.

CLERK

DISTINGUISHING FEATURES OF THE CLASS: Work consists of routine tasks and involves performance of standardized clerical functions. As incumbent becomes proficient, more difficult tasks may be assigned, requiring application of standard procedures to specific assignments. Work is performed under direct observation by higher level staff. Supervision over the work of others is not a responsibility. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Sorts, indexes and files materials alphabetically and numerically;
Distributes materials such as applications, forms, enrollment packets, cards, etc. and answers routine questions for completing them;
Fields questions and problems, provides information, or refers and directs callers appropriately.
Issues form letters and notices;
Check, matches and assembles related data for further processing;
Research and respond to FOIL requests;
Operates desktop computers, network computers, or similar;
Responsible for scheduling appointments;
Perform typing using a computer, typewriter or other word processing equipment;
Performs a variety of related activities as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERS:

Working knowledge of office technology, procedures and equipment; working knowledge of business arithmetic and English; ability to follow oral and written instructions; ability to use computers to perform office operations and to access the internet; ability to communicate effectively, both orally and in writing; ability to work well under pressure and multi task; ability to establish and maintain effective working relationships; accuracy; clerical aptitude; mental alertness; neat appearance, tact and courtesy.