

NOTICE OF UPCOMING JOB VACANCY

TITLE: Clerk (Part-time)

DEPARTMENT: Planning

NUMBER OF VACANCIES: One (1)

PAY RANGE: \$15.00 per hour

DAYS/HOURS: Tuesday/Wednesday/Thursday 9 AM- 3 PM.

NOTE: Work hours will be 12 PM-7 PM on Planning Board meetings days (scheduled on Wednesday's)

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to understand and follow oral and written instructions; ability to get along well with others; ability to write legibly; clerical aptitude; mental alertness; neatness; accuracy; tact and courtesy; physical condition commensurate with the demands of the position.

DISTINGUISHING FEATURES OF THE CLASS: The work is primarily of routine nature and involves the performance of standardized clerical tasks in assigned department or agency. Although detailed instructions are given for new or difficult assignments, procedures are rather definitely fixed. However, employees must exercise independent judgement in applying them to specific cases. The work is reviewed by a superior by checking completed work, by periodic or spot checks, by cross checking or by another step in the clerical process. The Clerk performs related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma.

SUBMISSION OF INFORMATION: SEND APPLICATIONS OR RESUMES TO: Human Resources, Room 17 or Karen.bush@niagarafallsny.gov