



Village of Watkins Glen
303 N. Franklin Street
Watkins Glen, NY 14891
607-535-2736

Job Opening
Part-Time Clerk
Village of Watkins Glen

LAST DATE TO FILE: Applications accepted until position filled

SALARY: \$16 - \$18/Hour

VACANCY: The Village of Watkins Glen is looking to fill ONE Part-Time Clerk position in our Parks Department. Computer skills necessary. Must be available to work **MONDAY thru FRIDAY approximately 20 hours per week**. This is a non-competitive title; therefore, no Civil Service examination is required.

HOW TO APPLY: Interested candidates must submit an original Civil Service “Application for Employment and/or Examination” to Schuyler County Civil Service office, 105 Ninth St., Unit 21, Watkins Glen, NY 14891. For convenience you can continue to mail, email, fax or use the drop box for application submission, or you can visit the office directly

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the performance of standard clerical tasks and the part-time operation of a personal computer and office equipment. Specific duties vary with the needs of the department. Procedures are usually fixed but detailed instructions are given for new or difficult assignments. The incumbent works under supervision of more senior clerical worker. Supervision over the work of others is not a responsibility of employees in this class. Does related work as required.

TYPICAL WORK ACTIVITIES: Maintain alphabetic, numeric, and/or chronological files of correspondence, documents and materials by coding and filing new material, searching for requested material and periodically purging obsolete material; Receives and organizes work to be processed and recorded; Contacts by telephone and correspondence clients, vendors, and/or insurance carriers to obtain additional information or to update information; Reviews forms for completeness and accuracy; Answers telephone and takes messages or provides callers with general information; Prepares, stores, and retrieves lists and documents; Operates personal computer, photocopier, audio-visual equipment, etc.; Orders office supplies and maintains inventory of supplies and equipment; Sorts, date stamps, and distributes mail and packages; Schedules meetings and appointments; May supervise students in a school setting; Assists in preparing bulletin boards and displays; May serve as a receptionist and greet clients and/or visitors; May collect fees and account for monies received; May maintain records and prepare reports; If employed in

school health office, may administer first aid, assist professional staff with health screening tests, and assist students to take assigned medications. Employee will need to obtain First Aid and CPR certificates.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Working knowledge of office terminology, procedures, equipment and business English; Working knowledge of the principles and practices of computerized records maintenance; Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases; Ability to keep accurate records; Ability to perform close, detail work involving considerable visual effort and concentration; Ability to understand and follow oral and written instructions; Ability to maintain neat and legible records; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from high school or possession of an equivalency diploma, which included or was supplemented by satisfactory completion of a course in keyboarding, office practices, or a closely related field; or
- (B) One year of clerical experience.

Date Issued: January 6, 2022. Revised September 5, 2022.