



City of Rochester (NY)

Clerk III/Typing/Part-Time/Library

SALARY	\$19.94 - \$22.75 Hourly	LOCATION	115 South Avenue Rochester, NY
JOB TYPE	Part-Time	JOB NUMBER	24DM765PLA28
DEPARTMENT	Rochester Public Library	BUREAU	Central Library
OPENING DATE	07/16/2024	CLOSING DATE	7/29/2024 11:59 PM Eastern

General Description

This is a clerical position which involves the performance of a wide variety of activities within well-defined procedures. Individuals assigned to this class are given detailed oral and/or written instructions for new or more complex assignments. The duties are carried out under direct supervision, which is usually received in the form of review of completed assignments, another step in the clerical process and/or supervisory observation. Employees of this class may be required to exercise some independent judgment in performing assigned duties. Supervision is not a responsibility of this position, but Rochester Housing Authority employees may be expected to lead subordinate clerical employees in the performance of their duties. Performs related work as required.

LOCATIONS:

Central Branch

Arts & Literature:

- 20 hours a week, morning & afternoon

Business:

- Monday-Friday: 9:00am-1:00pm (2 Saturdays a month except July/August)

Circulation:

- Monday: 3:00pm-7:00pm
- Wednesday: 2:30pm-7:00pm
- Friday: 1:00pm-5:00pm
- Saturday: 9:00am-5:00pm

Typical Work Activities

- Checks items being filed for completeness;
- Checks items, data or names in files for accuracy;
- Prepares and types correspondence on matters where policies and procedures are well defined;
- Creates and modifies documents using word processing software and personal computer;
- Enters data and runs reports, using database management software and personal computer;
- Greets individual visitors and refers them to the proper persons;
- Places calls and provides information over the phone;
- Transfers information from one file or other record to another by hand;
- Files, shelves or stores items (such as folders, books or other items) in accordance with file codes or classification symbol.

Minimum Qualifications

High School diploma or Equivalent **PLUS:**

I. Associates' degree in business management, secretarial science, office technology or closely related degree;

OR

II. Two (2) years of full time experience (or its part time equivalent) performing general clerical activities which included entering data into a personal computer.

Agency

City of Rochester (NY)

Address

30 Church Street
Room 103A
Rochester, New York, 14614

Phone

585-428-7115

Website

<http://www.cityofrochester.gov>