City of Rochester (NY)
Clerk III

SALARY $38,311.00 - $47,894.00 Annually

LOCATION Rochester, NY

JOB TYPE Full-Time

JOB NUMBER 24DM800PLA35

DEPARTMENT Rochester Public Library

BUREAU Central Library

OPENING DATE 08/13/2024

CLOSING DATE 8/26/2024 11:59 PM Eastern

General Description

This is a clerical position which involves the performance of a 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. Performs related work as required.

This is a Competitive Class position. The individual selected to fill this vacancy will be given a provisional appointment and will be required to participate in the next Civil Service Examination for this title.

A qualified applicant may be provisionally appointed and serve in the position until a Civil Service Examination is administered and an appropriate eligible list can be established to make a permanent appointment in accordance with the Civil Service Rule of Three. (See "http://www.cityofrochester.gov/article.aspx?id=8589935786" Provisional Appointment - FAQ's) If you are already a City employee and have permanent, competitive status in your current position and appointment to this title would result in a provisional appointment in another department, you will lose your previous permanent competitive rights.

Typical Work Activities

- Checks items, data or names in files for accuracy and completeness;
- Searches files for information;
- Prepares new file folders;
- Sorts and distributes mail;
- Enters data into a personal computer;
- Answers telephone and obtains and gives out information about office function and services;
- Refers telephone calls to proper office and personnel or takes messages;
- Greets individual visitors and refers them to the proper person;
- Schedules meetings and appointments.
Minimum Qualifications

High School diploma or Equivalent, AND

1. Associate’s degree in business management, secretarial science, office technology or closely related field; OR
2. Two years of full-time experience (or its part-time equivalent) performing general clerical activities.