CURRENT VACANCY

POSTING DATES: September 21, 2021 THROUGH: October 4, 2021

<table>
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<tr>
<th>JOB TITLE:</th>
<th>Clerk Typist / Part-Time / Library</th>
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<td>SALARY RANGE:</td>
<td>$16.44 to $18.75 / Hourly</td>
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<tr>
<td>DEPARTMENT/BUREAU</td>
<td>Rochester Public Library / Central</td>
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TYPICAL WORK ACTIVITIES:
Types material such as memoranda, form letters, short correspondence, brief reports, simple records, vouchers, requisitions;
Date stamps, sorts, and distributes mail to appropriate office and/or employees;
Sorts, indexes, and files correspondence, reports, memoranda, records, purchase orders, requisitions, applications, and other office material;
Pulls materials from files, makes file searches, maintains records;
Operates a variety of office equipment such as a typewriter, personal computer, copiers, and printers;
Checks accounts, documents, reports, and/or records for clerical accuracy and completeness;
Extends and totals arithmetic entries;
Organizes materials for mailing and stuffs envelopes by hand or envelope stuffing machine;
Transfers information from original source documents making entry on control cards, logs, or data sheets;
Answers telephone and obtains and gives out routine information about office function and services, refers calls to proper office and personnel, or takes messages;
Acts as office receptionist by greeting visitors, obtaining and giving out information, directing visitors to proper office, or notifying of visitors and appointments.

MINIMUM QUALIFICATIONS:
High School diploma or G.E.D.*

*Where education is lacking clerical experience may be substituted on a year-for-year basis.

DEADLINE FOR APPLICATION IS AT 5:00 PM ON Monday, October 4, 2021. APPLICATION WILL BE ACCEPTED THROUGH THAT DATE IN ROOM 103A, CITY HALL. PLEASE BE CERTAIN THAT YOUR APPLICATION IS COMPLETE AND DESCRIBES ALL RELEVANT EXPERIENCE. APPLICATIONS WILL BE REVIEWED BASED UPON THE INFORMATION SUPPLIED. Resumes may accompany but will not be accepted in place of a City of Rochester employment application. Applications may be obtained at City Hall, on the City's website: www.cityofrochester.gov, or by sending a self-addressed, stamped envelope to Human Resource Management, City Hall, 30 Church Street, Room 103A, Rochester, NY 14614.

Application must be received or post marked by the final filing date, otherwise this application will be rejected.

Zaida Santiago, Staffing Consultant

EEO/Americans with Disabilities Act Employer