



City of Rochester (NY)
Clerk Typist/Part-Time/Library

SALARY	\$18.23 - \$20.79 Hourly	LOCATION	115 South Avenue Rochester, NY
JOB TYPE	Part-Time	JOB NUMBER	24DM766PLA27
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 an entry level clerical position involving responsibility for typing and performance of routine clerical tasks in accordance with established procedures. Employees of this class receive detailed oral and/or written instructions for new or more involved or difficult assignments. Independent judgment is restricted to the application of standard procedures to specific cases. The work is reviewed by immediate supervisory observation and checking completed work, by periodic or spot checking, by cross-checking, or by another step in the clerical process. Work is performed under direct supervision from a higher ranking clerical employee or administrator. Performs related work as required.

LOCATIONS:

Central Branch:

- Several Vacancies/Various Hours

Frederick Douglass Branch:

- Monday: 12:00pm-6:00pm
- Tuesday-Friday: 12:00pm-3:30pm

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.

Agency

City of Rochester (NY)

Address

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

Phone

585-428-7115

Website

<http://www.cityofrochester.gov>