



**TOWN OF LANCASTER
HIGHWAY DEPARTMENT
525 PAVEMENT ROAD
LANCASTER, NY 14086**

**Daniel Amatura
Highway Superintendent
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May 10, 2019

TOWN OF LANCASTER
HIGHWAY DEPARTMENT

The Town of Lancaster Highway Department is accepting applications for the position of Clerk. This position is a part-time temporary seasonal position, not working more than five months, without benefits.

For further information, please refer to the following outline of qualifications and responsibilities. Candidate must have computer skills, Arc Geographic Information System and Excel knowledge, collect data and perform on line projects. Questions may be directed to Dan Amatura, Highway Superintendent at 683-3426 or damatura@lancasterny.gov.

Please send application and resume to the Town of Lancaster Highway Department, 525 Pavement Road, Lancaster, NY 14086. We will be accepting applications until May 21, 2019.

CLERK

Rev. 12/96
Erie County
A-001, FT
A-005, PT
A-010, Seas.
JG I
MJE/a

DISTINGUISHING FEATURES OF THE CLASS: The work involves the performance of routine and standardized clerical tasks. Work is performed under the direct supervision of a higher ranking employee. Detailed instructions are given for new assignments and practices. Does related work as required.

TYPICAL WORK ACTIVITIES:

Sorts, indexes and files mail, bills, requisitions, ledger cards, and other material alphabetically and numerically;
Pulls material from files, makes file searches, maintains charge-out records and file cards;
Checks reports and records for accuracy and completeness;
Answers telephone and gives out information;
Operates office machines;
Makes entries on cards, bills or in ledgers from original sources;
Assists in the preparation of payrolls and maintenance of time cards;
Opens, time-stamps, sorts, and distributes mail;
Operates a telephone;
Makes simple arithmetic computations;
Gives directional information;
Utilizes enhanced computer systems and equipment in the completion of assigned clerical tasks.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; working knowledge of the functions and organization of the agency to which assigned; ability to understand and follow oral and written instructions; ability to write legibly; dependability; clerical aptitude; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma.

NOTE: Office clerical experience may be substituted for the high school requirement on a year for year basis.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements