



Town of Lancaster

OFFICE OF THE SUPERVISOR

21 Central Avenue
Lancaster, New York 14086
(716) 683-1610
Fax: (716) 683-0512

RONALD RUFFINO, SR.
Supervisor

Town of Lancaster, NY

Employment Opportunity

THE TOWN OF LANCASTER IS AN EQUAL OPPORTUNITY EMPLOYER
RESIDENCY REQUIRED

The Town of Lancaster is accepting applications for the position of Clerk part-time permanent in the Supervisor's Office. Please see the job description below regarding specific job duties and requirements.

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.

The clerk will utilize computer systems and equipment to complete assigned clerical tasks, prepares form letters, answers telephone, takes messages, files correspondence, memos, reports and acts as a receptionist.

Completed employment applications and resumes may be mailed or delivered to:

Town Supervisor's Office
Ronald Ruffino, Sr., Town Supervisor
21 Central Avenue
Lancaster, NY 14086

Any questions may be directed to Supervisor Ronald Ruffino, Sr at rruffino@lancasterny.gov and Pam CuvIELLO, pcuvIELLO@lancasterny.gov (716) 683-1610.

Posted: August 29, 2022

CLERK

Rev. 12/96
Erie County
A-001, FT
A-006, FT
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