

February 10, 2022

NOTICE OF VACANCY

POSITION: Clerk Typist (3 open positions)

SALARY: \$28,445.32 (\$14.53 per hour)

START DATE ASAP

GENERAL STATEMENT OF DUTIES: Independently performs routine clerical duties and/or assists in performing more difficult and responsible clerical work involving full-time or substantial part-time operation of a computer; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The work is primarily of a routine nature and involves the performance of standardized clerical tasks involving the full-time or substantial part-time operation of a computer. Although detailed instructions are given for new or difficult assignments and procedures are rather definitely fixed, employees must exercise independent judgment in applying them to specific cases. Alertness and a willingness to learn and prepare for assignments of progressively increasing difficulty are essential attributes for employees in this title. The work is reviewed by immediate observation, by checking completed work, by periodic or spot checks, by cross checking, or by another stop in the clerical process.

EXAMPLES OF WORK:

Completes forms, form letters, transcripts, invoices, vouchers, records, payrolls, title searches, judgments, reports, index cards, time cards and similar materials, by hand or computer.

Answers telephone and gives out routine information

Addresses envelopes

Types and maintains various types of records

Data Entry

Operates simple office machines;

Sorts, indexes and files mail, bills requisitions, ledger cards, and other material;

Makes entries on cards or bills, or in ledger from original sources;

Makes arithmetical computations and compiles simple statistical reports.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases, ability to understand and follow oral and written instructions; ability to get along well with others; ability to write legibly; clerical aptitude; mental alertness; accuracy; tact and courtesy.

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ACCEPTABLE EXPERIENCE AND TRAINING: Graduation from high school or possession of a New York State High School Equivalency Diploma supplemented by a course in typing;

OR

Any equivalent combination of experience and training sufficient to indicate ability to do the work.

APPLICATION PROCEDURE: Please complete a Tonawanda City Civil Service application ([Civil Service Employment Application](#)) and send to Christine Donaldson at 100 Hinds Street Tonawanda, NY 14150.