



a town for a lifetime
IRONDEQUOIT *New York*

JOB ANNOUNCEMENT

TITLE: Office Clerk III

SALARY: \$17.25 per hour

LOCATION: 400 Skyview Centre Parkway, Rochester, NY 14622

If you desire a meaningful career serving the public and your community, join us at the Town of Irondequoit! We are committed to our employees' success as they navigate the challenges of balancing work and other demands. We offer affordable and competitive benefits to support your well-being, because we care about and invest in you as an employee.

Diversity and Inclusion are Core Values at the Town of Irondequoit

The Town of Irondequoit strives to have employees that represent the community in which we serve. We believe that diversity and inclusion make the Town of Irondequoit better by providing a place where bringing together a variety of perspectives leads to greater innovation and success.

JOB SUMMARY:

Be a part of the new Irondequoit Community Center. You will often be the first point of contact for public visitors. You must be able to demonstrate exemplary customer service in person, over the telephone, and by email or other written correspondence. Duties include participant registration, facility reservations, providing information to our guests, and other common office tasks. The work involves responsibility for the independent performance of varied clerical duties requiring a moderate degree of decision making. The employee reports directly to and works under the general supervision of a higher-level employee. Does related work as required.

MINIMUM QUALIFICATIONS: Must currently hold the Monroe County Civil Service title of Office Clerk III or be on the current eligible list for this title.

CIVIL SERVICE CLASSIFICATION: Competitive (transfer eligible)

FLSA CLASSIFICATION: Non-exempt

RESIDENCY REQUIREMENT: Applicant must be a resident of Monroe County at the time of appointment.

SEND EMPLOYMENT APPLICATION AND LETTER OF INTEREST TO:

TOWN OF IRONDEQUOIT
DEPARTMENT OF HUMAN RESOURCES
1280 TITUS AVENUE, ROCHESTER, NY 14617

POSTING DATE: May 26, 2021

DEADLINE: Until Filled

**APPLY
NOW!**

1280 TITUS AVENUE, ROCHESTER, NEW YORK 14617, PHONE: (585) 336-7275, FAX: (585) 336-7282

IT IS THE POLICY OF THE TOWN OF IRONDEQUOIT TO AFFORD EQUAL OPPORTUNITY TO ALL APPLICANTS FOR EMPLOYMENT WITHOUT REGARD TO AGE, RACE, RELIGION, COLOR, SEX, NATIONAL ORIGIN, MARITAL STATUS, AND SEXUAL ORIENTATION, AND TO AFFORD EQUAL OPPORTUNITIES TO INDIVIDUALS WITH A DISABILITY, VETERANS OF THE VIETNAM ERA, AND DISABLED VETERANS IN COMPLIANCE WITH ALL APPLICABLE FEDERAL, STATE, AND LOCAL LAWS.