



a town for a lifetime
IRONDEQUOIT *New York*

JOB ANNOUNCEMENT

TITLE: Office Clerk IV (Part-time)

SALARY: \$15.00 - \$16.33

LOCATION: Town Assessor, 1280 Titus Avenue, Rochester, NY 14617

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:

This is a support and customer service position working with the public. Hours of employment are typically 20 hours per week, Monday through Friday. The position involves general clerical support in the Assessor's Office, data entry, answering phones and providing general information to residents and agencies. Does related work as required.

Minimum Qualifications: Graduation from high school or possession of an equivalency diploma.

Civil Service Classification: Non-Competitive (You are not required to take an exam)

FLSA Classification: Non-exempt

Residency Requirement: Applicant must be a resident of Monroe County at the time of appointment.

How to Apply:

Send employment application to:
TOWN OF IRONDEQUOIT
DEPARTMENT OF HUMAN RESOURCES
1280 TITUS AVENUE, ROCHESTER, NY 14617

POSTING DATE: June 25, 2021

DEADLINE: July 12, 2021

**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.