



*a town for a lifetime*  
**IRONDEQUOIT** *New York*

## **JOB ANNOUNCEMENT**

**TITLE:** Office Clerk III  
**SALARY:** \$17.25 per hour  
**LOCATION:** 1300 Titus Avenue, Rochester, New York 14617 - POLICE DEPARTMENT  
**HOURS** Tuesday – Saturday 8:00 am to 4:00 pm

**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:**

This is a provisional position, once the Civil Service Exam is held you must participate in the exam and score within the top 3 applicants willing to accept the position. This is a full time 35 per hour a week position, you will work closely with Police Officers, assisting them with phone calls, paperwork, computer related searches and inquiries. You must be comfortable dealing with confidential information, answering multiple phone lines and assisting the public both at the window and on the telephone. General office duties include filing, copying and faxing. 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. Since is a provisional appointment, you will participate in the next Civil Service Examination for Office Clerk III and be reachable on the certified list once established.

**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

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**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.



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**POSTING DATE:**

October 14, 2021

**DEADLINE:**

Until Filled

[APPLY  
NOW!](#)

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