

Town of Sennett

JOB POSTING

TITLE:

Clerk*

JOB DESCRIPTION:

For complete job description please visit:

<https://www.cayugacounty.us/DocumentCenter/View/8055/Clerk>

MINIMUM QUALIFICATIONS:

Graduation from high school (or higher level) or possession of a high school equivalency diploma.

SPECIAL REQUIREMENT(S):

- High school diploma; minimum six months office work
- Independently performs routine clerical work in maintaining records and/or assists in performing more difficult and responsible phases of this work; does related work as required
- Ability to work with scanners, computers, copiers and fax machines
- Knowledge of Microsoft Excel and Microsoft Office
- Must be reliable and extremely trustworthy
- Possess strong organization, time management, analytical and problem-solving skills
- Ability to interact with employees and leaders in a professional manner
- Ability to work independently/with a team in a fast-paced, high volume environment with emphasis on accuracy and timeliness
- Maintain confidentiality of organizational information
- Possible prolonged periods sitting at a desk, working on a computer, standing at a scanner

Ability to lift up to 50 pounds

ADDITIONAL INFORMATION:

This is a part-time position, M-F 20 hrs/wk.

COMPENSATION:

\$18-\$22 hrs/wk.

APPLICATION DEADLINE:

Continuously accepting applications.

HOW TO APPLY:

Applications must be submitted to Cayuga County Civil Service. To view the job posting and application instructions, please visit: <https://mycivilservice.cayugacounty.us/jobopps>