**Town of Richmond – Part- Time vacancies**
**2026 Starting rate: $19.67/hr.**
**2027 Starting rate: $21.00/hr.**

# CLERK

MINIMUM QUALIFICATIONS: EITHER:

1. Graduation from high school, or higher, or possession of a high school equivalency diploma; OR

2. One (1) year of full-time paid, or its part-time equivalent, business, clerical office work experience.

SPECIAL NOTE: EDUCATION: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at http://www.cs.ny.gov/jobseeker/degrees.cfm. You must pay the required evaluation fee.

DISTINGUISHING FEATURES OF THE CLASS: The work is primarily of a routine nature and involves the independent performance of standardized clerical tasks. Although detailed instructions are given for new or difficult assignments, and procedures are usually available and thorough, employees must exercise independent judgment in applying them to specific cases. The work is reviewed by immediate observation, by checking completed work, by periodic or spot checks, by cross checking, or by another step in the clerical process. Supervision is not a duty of this position. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Sorts, indexes, and files mail, bills, requisitions, ledger cards and other material;
Pulls material from files, makes simple file searches, and maintains charge-out records;
Issues and records applications, licenses and permits;
Collects fees and accounts for monies received;
Checks reports and records for clerical accuracy, completeness, and proper extension;
Answers telephone, relieves at switchboard and provides or receives routine information;
Maintains time records and payroll data;
Operates copiers, computers, and other related business equipment;
May be required to perform simple data entry;
May make entry in ledgers from original sources;
Makes arithmetical computations and compiles simple statistical reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of office terminology, procedures, and equipment; working knowledge of business arithmetic and English; ability to understand and follow oral and written instructions; ability to get along well with others; ability to write legibly; clerical aptitude; mental alertness; neatness; accuracy; tact and courtesy; physical condition commensurate with the demands of the position.

REVISED: 9/16/98; 10/28/14; 11/8/19; 11/23/22
CIVIL SERVICE CLASSIFICATION: FULL-TIME: COMPETITIVE
PART-TIME: NON-COMPETITIVE (in all Civil Divisions)
(Ontario County job specification for Clerk adopted by City of Geneva on 9/8/00)
ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES