

# JOB OPENING

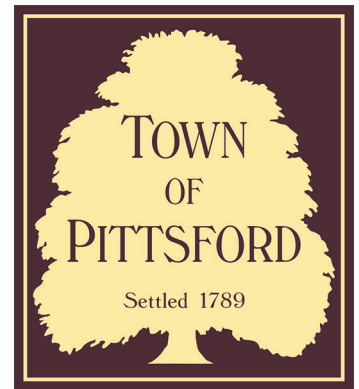
## Town Clerk

**Position: Data Entry Clerk**

(Full-Time)

**Posted: November 07, 2023**

**Deadline: December 07, 2023**



The Town of Pittsford has an opening for the position listed above.

This position is responsible for support services for the Town Clerk, the provision of accurate and timely information, services, licensing and permits required by town and state ordinances and laws for external customers.

This is a responsible position that reports directly to the Town Clerk. The candidate assists the Deputy Town Clerk and provides services to the public such as tax collection, licenses and permits as well as daily reconciliation, accounting and deposits of all monies collected in the Town Clerk and DPW offices. In addition, this position is responsible for maintaining various forms and files through ordering and/or copying for the Town Clerk's office. This position also supports the Town Clerk in Records Management. This is all completed within Town policy, New York State law and budgetary constraints.

The successful candidate will enjoy working as part of a team, with the ability to prioritize and manage their workload under possibly hectic circumstances and with unexpected interruptions. They should possess a can-do attitude along with strong attention to detail and organizational skills, a levelheaded demeanor when interacting with the public and exceptional customer service skills. The office utilizes several computer programs meaning proficiency and efficiency with computers is necessary. Previous municipal experience beneficial.

Permanent appointment after reachable status on Civil Service exam. Minimum Qualifications: graduation from high school or possession of an equivalency diploma plus EITHER: (A) Two (2) years paid FT or its PT equivalent clerical experience involving bookkeeping, record keeping or cashiering\*, one (1) year of which must have involved utilization of computers or data entry equipment: OR, (B) successful completion of one (1) college level or business institute course in keyboarding, introduction to personal computers, computer applications, computer science, or database management or similar coursework, plus two (2) years paid FT or its PT equivalent clerical experience involving bookkeeping, record keeping or cashiering\*, OR, (C) an equivalent combination of education and experience as defined by the limits of (A) and (B) above. \*Cashiering must include reconciling and balancing cash. Associate degree is preferred for this position.

Position works M-F, 8:00am - 4:00pm. Starting salary is \$47,829.60 annually.

Responding to the Town of Pittsford residents for information and concerns is an important aspect of this job. The candidate must have the ability to communicate effectively with the general public and act as a representative for the Town of Pittsford.

Employees need not be residents of the Town of Pittsford, but shall be required to maintain their primary residence within the County of Monroe or the adjoining counties of Wayne, Ontario, Livingston, Genesee and Orleans within the State of New York. Monroe County Civil Service residency requirements overrule the Town of Pittsford residency for provisional and competitive positions.

The Town of Pittsford provides equal employment opportunities for all employees and applicants for employment. The Town does not discriminate against, or grant preferences to, any person on the basis of race, religion, color, sex, age, ancestry, national origin, marital status, pregnancy, sexual orientation, disability, or any other characteristic protected by federal, state or local law. The Town applies the same policy to all personnel actions, including, but not limited to, recruitment, selection, training, transfers, promotions, evaluation, compensation, discipline, layoffs, terminations, and rehires.

Background checks are required for all employment in the Town of Pittsford. All offers will be subject to successful completion of an acceptable background check.

Interested candidates should send an application, cover letter & resume by mail, email or fax to:

Town of Pittsford  
11 South Main Street  
Pittsford, NY 14534  
Attn: Personnel Department

Email to: [cfleming@townofpittsford.org](mailto:cfleming@townofpittsford.org)

Fax to: (585) 248-6247

For an employment application, click [HERE](#)