

TOWN OF NORTH HEMPSTEAD RECEIVER OF TAXES OFFICE CLERK TYPIST PART-TIME

GENERAL STATEMENT OF DUTIES

Performs routine clerical duties using a keyboard all or part of the time; performs related duties as required.

COMPLEXITY OF DUTIES

Under direct supervision, the duties are routine and the work is reviewed for quality, accuracy, and correctness.

TYPICAL DUTIES

- * 1. Types reports, letters, schedules, memoranda, and forms.
- * 2. Answers routine correspondence.
- * 3. Performs routine filing duties.
 - 4. Operates a computer workstation keyboard.
- * 5. Operates standard office copying machines.
 - 6. Cuts plates for offset printing machines.
 - 7. Acts as receptionist, giving information and explaining well-defined rules.
- * 8. Proofreads applications, letters, and documents for typographical errors and completeness.

*TYPICAL ADA ESSENTIAL FUNCTIONS

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Knowledge of grammar, spelling, and arithmetic.
2. Ability to type at an acceptable rate of speed and accuracy will be assessed during probation.
3. Ability to operate a computer workstation keyboard.
4. Ability to understand and follow oral and written instructions.

MINIMUM QUALIFICATIONS

Training and Experience

1. Graduation from high school;
or
2. Two years of satisfactory clerical experience, which included typing.
Hourly rate based on experience.

Interested employees should email Commissioner of Human Resources Bob Weitzner at: careers@northhempsteadny.gov