

CLERK II (PART-TIME) – CHAUTAUQUA COUNTY GOVERNMENT OFFICES

DEPARTMENT OF MENTAL HYGIENE AND SOCIAL SERVICES

Chautauqua County Department of Mental Hygiene and Social Services is accepting applications to fill one (1) **Part-Time Clerk II** position in the Jamestown, NY office. This position is Part-Time at 17 hours per week with a starting salary of \$18.20 per hour. There are no benefits associated with this position.

As a **Clerk II (Part-Time)**, you will be responsible for performing standard clerical tasks including the use of a personal computer and other office equipment. Specific duties vary with the needs of the department and tend to be routine in nature. Does related work as required.

Typical Job Duties:

- Receives and organizes work to be processed and recorded;
- Contacts clients, vendors, and/or insurance carriers to obtain additional information or to update information;
- Answer telephone and take messages or provides callers with general information;
- Prepares, stores and retrieves lists and documents;
- Updates and stores department forms on a computer using word processing software;
- Orders office supplies and maintains inventory of supplies and equipment;
- Sorts, date stamps and distributes mail and packages;
- Maintains alphabetic, numeric and/or chronological files of correspondence, documents and materials by coding and filing new material, searching for requested material and periodically purging obsolete material;
- Schedules meetings and appointments;
- Operates a variety of office machines and equipment
- Extracts compiles and maintains simple office and database reports;
- May serve as a receptionist and greet clients and/or visitors and provide general information;
- May enter and retrieve information using computer database/spreadsheet software;
- May perform routine keyboarding functions including preparing documents and forms using a typewriter or computer;
- May collect fees and account for monies received;
- May prepare and maintain time records and payroll data.

This position is being filled from approved applications received.

Must Meet Minimum Qualifications: Candidates must be a high school graduate/or equivalent **PLUS** have six (6) months of clerical experience in an office setting which shall have involved typing or computer data entry.

Please Note: *Attendance at a recognized business or secretarial school with an emphasis on stenography, typing or computer data entry may be substituted on a month for month basis for experience.*

Application Process: Interested candidates must complete an original Chautauqua County Government Application for Employment/Examination available on the county's website: chqgov.com and **return it along with copy of your diploma**, to Chautauqua County Department of Human Resources, Gerace Office Building – Room 144, 3 North Erie St, Mayville, NY 14757 or email completed application (including signature) to Countyemploy@chqgov.com

Chautauqua County is an Equal Opportunity Employer