



INC. VILLAGE OF FLORAL PARK
Position Available
Posting Dates (10/10/2024 to 10/17/2024)

Clerical Assistant – Part Time
Clerk Typist Part Time

The Village is seeking to fill a clerical (part-time) position in Village Hall and the Building Department. Job duties may also include supporting other clerical positions within the village administrative staff.

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.

Applicant must possess a friendly disposition, strong communication skills and eager to assist village residents and co-workers. The average work week is approximately 20 hours Monday- Friday.

Please submit your resume and employment application to Joseph O'Grady at joeogrady@fpvillage.org on or before October 18, 2024. Floral Park's employment application may be found on the village website - www.fpvillage.org.