



## INC. VILLAGE OF FLORAL PARK

Position Available

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.

**Salary:** \$20 per hour

### **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](mailto:joeogrady@fpvillage.org) on or before December 3, 2024. Floral Park's employment application may be found on the village website - [www.fpvillage.org](http://www.fpvillage.org).