

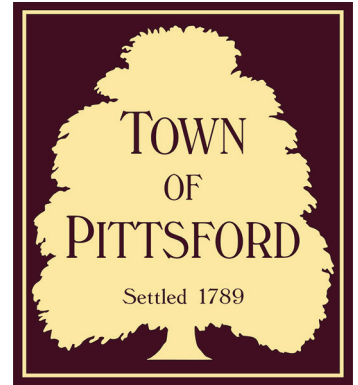
JOB OPENING

Personnel Department

Position: **Office Personnel Clerk**
(Part-Time)

Posted: October 31, 2018

Deadline: November 30, 2018



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

The Office Personnel Clerk performs responsible and specialized clerical duties in connection with personnel related matters. The essential functions of this job include; processing personnel transactions; processing personnel requisitions and modifications either manually and/or electronically; compiling and analyzing data for reports; creating and updating personnel files; responding to inquires made by phone or in person; processing and scheduling appointments; payroll experience in Paychex highly desirable.

Hours are Monday through Friday, 10:00am - 3:30pm with a 1/2 hr unpaid lunch. Some flexibility, but must have set hours 5 days a week, M-F. Salary range \$12-\$15 per hour, commensurate with experience.

This is a highly visible position, with interactions with the public, internal departments and employees concerning various personnel matters. Confidentiality is a must.

Previous Personnel/HR experience desired. Intermediate to Advanced skills in Microsoft Word, Excel and Outlook.

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.

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
Fax to: (585) 248-6247
For an employment application, click [HERE](#)