

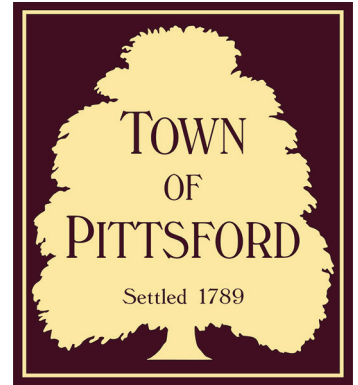
# JOB OPENING

## Personnel Department

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

Posted: March 26, 2018

Deadline: April 26, 2018



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

The Office Personnel Clerk performs difficult, 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 inquiries made by phone or in person; processing and scheduling appointments; payroll experience in Paychex highly desirable.

Hours are Monday through Friday, 10:00am - 3:00pm. Flexibility with hours may be required to meet the demands of the position. At times this position may be required to come in at 9:00am or work until 5:00pm. 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](mailto:cfleming@townofpittsford.org)  
Fax to: (585) 248-6247  
For an employment application, click [HERE](#)