

JOB OPENING

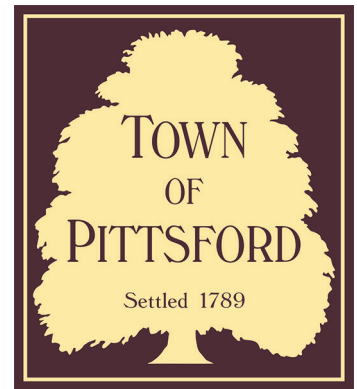
Town Clerk

Position: **Data Entry Clerk**

(Full-Time)

Posted: March 19, 2025

Deadline: April 17, 2025



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

The Data Entry Clerk (Deputy Town Clerk) is a thirty-five hour per week position reporting to the Town Clerk/Receiver of Taxes and share responsibilities for day-to-day administrative support of the Town Clerk/Tax Receiver office. As part of our office team, you will have daily opportunities to interact with residents and visitors to Town Hall, as the Clerk's office is often the first point of contact. No two days are the same!

Responsibilities of the Town Clerk include:

Issuance of and maintenance of forms and files for marriage licenses, handicap accessible permits and dog licensing. Daily reconciliation, accounting and depositing of monies received by the DPW and Town Clerk Offices. Researches and disseminates information requested by the public and town officials for legal and administrative purposes.

Assists the Town Clerk records management duties, including coordination of freedom of information requests, in the manner prescribed by law.

Indexes, files, records, and reproduces documents.

Performs a variety of related tasks as required.

In the absence of the Town Clerk and Deputy Town Clerk, the incumbent will assume their duties.

In addition to Town Clerk duties, this position assists the tax office with the processing of tax payments: which includes working to resolve problem payments, to ensure accurate records and documentation of problems and requests as they arise.

The successful candidate will enjoy working as part of a team, have the ability to set priorities, multi-task, manage their workload under possibly hectic circumstances and with unexpected interruptions. They should possess a can-do attitude along with strong attention to detail and organizational skills, a levelheaded demeanor when interacting with the public and exceptional customer service skills. The office utilizes several computer programs meaning proficiency and efficiency with computers is necessary. Previous municipal experience beneficial.

This is a responsible position that reports directly to the Town Clerk.

Permanent appointment after reachable status on Civil Service exam. Minimum Qualifications: graduation from high school or possession of an equivalency diploma plus EITHER: (A) Two (2) years paid FT or its PT equivalent clerical experience involving bookkeeping, record keeping or cashiering*, one (1) year of which must have involved utilization of computers or data entry equipment: OR, (B) successful completion of one (1) college level or business institute course in keyboarding, introduction to personal computers, computer applications, computer science, or database management or similar coursework, plus two (2) years paid FT or its PT equivalent clerical experience involving bookkeeping, record keeping or cashiering*, OR, (C) an equivalent combination of education and experience as defined by the limits of (A) and (B) above. *Cashiering must include reconciling and balancing cash. Associate degree is preferred for this position.

Position works M-F, 8:00am - 4:00pm. Starting salary is \$47,829.60 annually.

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.

Employees need not be residents of the Town of Pittsford, but shall be required to maintain their primary residence within the County of Monroe or the adjoining counties of Wayne, Ontario, Livingston, Genesee and Orleans within the State of New York. Monroe County Civil Service residency requirements overrule the Town of Pittsford residency for provisional and competitive positions.

The Town of Pittsford provides equal employment opportunities for all employees and applicants for employment. The Town does not discriminate against, or grant preferences to, any person on the basis of race, religion, color, sex, age, ancestry, national origin, marital status, pregnancy, sexual orientation, disability, or any other characteristic protected by federal, state or local law. The Town applies the same policy to all personnel actions, including, but not limited to, recruitment, selection, training, transfers, promotions, evaluation, compensation, discipline, layoffs, terminations, and rehires.

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](#)