

NOTICE OF VACANCY

Title: Clerk (Part-Time, Temporary)

Grade: 1

Salary: \$26,145.50 (Annually)

Classification: Competitive; Temporary*

*Period of temporary appointment will be for approximately 4 months, April 2026 to August 2026.

DISTINGUISHING FEATURES OF THE CLASS: The work is primarily of routine nature and involves the performance of standardized clerical tasks. Although detailed instructions are given for new or difficult assignments and procedures are rather definitely fixed. Employees must exercise independent judgment in applying them to specific cases. The work is reviewed by immediate observation, by checking completed work, by periodic or spot checks, by cross checking, or by another step in the clerical process.

TYPICAL WORK ACTIVITIES:

- . Sorts, indexes and files mail, bills, requisitions, ledger cards and other material;
- . Pulls material from files, makes simple file searches and maintains charge out records
- . Issues and records applications, licenses and permits
- . Collect fees and accounts for monies received
- . Checks reports and records for clerical accuracy, completeness and proper extension
- . Answers telephone and gives out routine information
- . Maintains time record and payroll data
- . Operates mimeograph, fax machine and other office equipment
- . Makes entries on control cards or in ledger from original sources
- . Makes arithmetical computations and compiles simple statistical reports
- . May maintain simple stock control records and issue supplies and tools
- . Does related work as required

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to understand and follow oral and written instructions; ability to get along well with others; ability to write legibly; clerical aptitude; mental alertness; neatness; accuracy; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Candidates must meet the following requirements on or before the date of the written exam:

Graduation from high school or G.E.D. equivalent.

Applications:

CITY OF KINGSTON, NEW YORK

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Applications must be received in the Civil Service Office. Applications will be received until the position is filled. Applications for this position may be obtained from the Civil Service Office in City Hall, Ground Floor, 420 Broadway, Kingston, NY 12401 or on our website at www.kingston-ny.gov under the Employment tab.

This posting is for filling a position on a temporary basis. Preference may be given to City of Kingston Employees. For more information about Civil Service employment call (845) 334-3921.

The City of Kingston is an Equal Opportunity/Affirmative Action Employer