

VACANCY ANNOUNCEMENT



CITY OF MOUNT VERNON, NEW YORK

MAYOR RICHARD THOMAS

POSITION: Clerk/Spanish Speaking

DEPARTMENT: City Clerk's Office

The City of Mount Vernon is an equal opportunity employer and is committed to achieving full and equal opportunity without regard to race, religion, color, gender, physical or mental disability and sexual orientation. The City of Mount Vernon has a zero tolerance for all forms of harassment or reprisal.

OPENING DATE: 03/08/2019

CLOSING DATE: 03/22/2019

SALARY RANGE: \$34,319.52 to \$50,281.41

RESIDENCY REQUIREMENTS: MUST BE A RESIDENT OF WESTCHESTER COUNTY

APPLICATION INSTRUCTIONS:

Resumes and letters of interest should be addressed to:

City of Mount Vernon

Department of Human Resources

1 Roosevelt Square, Room 211

Mount Vernon, New York 10550

Or submitted via e-mail to: CityofMountVernonHR@cmvny.com

DISTINGUISHING FEATURES OF THE CLASS:

Positions in this class involve the performance of clerical work in accordance with a prescribed routine. Detailed instructions are given for new or difficult assignments. Assist in the routine work of an office by performing one or more simple tasks; an incumbent in this position must be proficient in both English and Spanish language must be able to translate and to write in both in English and Spanish. Does related work as required.

EXAMPLES OF WORK: (Illustrative only)

- Prepares Department payroll sheets and reports of personnel changes;
- Checks material for accuracy;
- Sorts, indexes, and files material alphabetically and numerically;
- Pulls material from files, makes simple file searches and maintains charge out records;
- Check reports and records for clerical accuracy and completeness;
- Opens, time stamps, sorts, and distribute mail;
- Procures, distributes, and maintains stock of office supplies;
- Acts as a receptionist and /or telephone operator;
- Operates copy machine, adding or other office machines.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Some knowledge of office terminology, procedures and equipment;
- Reasonable knowledge of business arithmetic and English;
- Ability to understand and follow simple oral and written directions;
- Ability to get along well with others; ability to write legibly;
- Clerical aptitude; Mental Alertness; Neatness of appearance;
- Tact and Courtesy; Computer Literate; Good physical condition

ACCEPTABLE TRAINING AND EXPERIENCE:

- Graduation from high school or possession of a high school equivalency diploma and one (1) year of clerical experience.

SPECIAL REQUIREMENT:

- Must be proficient in both English and Spanish language must be able to translate and write in both languages. Must be able to pass a Spanish speaking proficiency test at a later time.