

Brighton Police Department
Title: OFFICE CLERK III
Full Time: 35 hours per week
Salary: \$40,331 - \$42,424

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the independent performance of varied clerical duties requiring a moderate degree of decision making. The use of a computer for word processing and database entry is an integral part of this position. The work is performed in accordance with well-defined objectives, policies and procedures, but detailed instructions are given for new or difficult assignments. The work is usually submitted in its final form and is subject to general review by department leads. The employee reports directly to and works under the general supervision of an administrative level staff member.

TYPICAL WORK ACTIVITIES:

Prepares and formats legal documents, certifications, authorizations, forms and other related paperwork;

Enters and extracts data and information from a database;

Posts and maintains moderately difficult records requiring general knowledge of the departments' or Towns' functions;

Processes applications, prepares permits and licenses, collects fees, issues receipts, and accounts for monies received;

Types materials from copy, rough draft, or other instruction;

Prepares and types correspondence on matters where policy and procedures are well defined;

Checks lists, documents, and applications for completeness and accuracy;

Compiles data, prepares, types, and checks for completeness and accuracy a variety of elementary financial and statistical records and reports;

Performs searches for information in documents, records, files and computer database and maintains records on a database;

Obtains and gives out information by telephone, correspondence, and in person;

Orders and distributes office supplies and maintains records of expenses;

Operates standard office machines such as computer, copier and adding machine;

Guides other clerks in the performance of routine phases of their work;

Maintains filing system for the department or section;

Communicates regularly with job share partner.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Proficient knowledge of office terminology, practices, procedures, routines and equipment; proficient knowledge of business arithmetic; proficient knowledge of grammar and punctuation; proficient

knowledge of the techniques involved in record keeping; proficient knowledge of word processing and database entry; proficient knowledge of database and spreadsheet programs; proficient knowledge of filing systems; proficient knowledge around forms; the preparation of written communications, arithmetic and standardized reports; proficient knowledge on the operation of standard office equipment; demonstrated willingness to acquire familiarity with departmental organization, laws, policies and regulations; demonstrated willingness to understand and carry out relatively complex oral and written instructions; evidence of the (5) components of communication, including; speaking, listening, reading, writing and non-verbal with a focus on providing excellent customer service to the public; good judgment; physical condition commensurate with the demands of the position, including ability to stand for long periods of time and lifting at least 10 pounds.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Successful completion of at least thirty (30) credit hours from a college or university; OR,
- (B) One (1) year paid full-time or its part-time equivalent office clerical or secretarial experience*; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

NOTES:

- Successful completion of one (1) year of college coursework (or 30 semester credit hours) from a New York State registered or regionally accredited college or university may be substituted for up to one (1) year of the required experience.
- Experience as a Teller, Cashier or Sales Clerk shall not be considered office appropriate experience.

SPECIAL REQUIREMENTS:

If you are appointed, you will be required to possess, or you must obtain after hire, NYS Notary Public license.

HOW TO APPLY:

1. Please send an application and resume to:
Town of Brighton Police Department
2300 Elmwood Avenue
Rochester New York, 14618
or by email to: jp.obrien@townofbrighton.org
2. The posting can be found on the Town's website at <https://www.townofbrighton.org/319/Job-Openings>.
3. The Town will contact prospective applicants to schedule interviews; please do not call directly.

The Town of Brighton's Commitment and Statement to Equitable Hiring:

The Town of Brighton is committed to the centralization of diversity, equity and inclusion and is an Equal Opportunity Employer. Our dedication to cultivating a culture of belonging and inclusion is evident in all that we do. We recognize the importance of harnessing diversity and therefore acknowledge the talent, innovation, individual differences and lived realities as unique contributions from our staff. In our quest to advance DEI efforts, the Town of Brighton welcomes job applicants without regard to age, culture, disability, ethnicity, gender expression or identify, race, religion, national citizenship or origin, family care status, marital status, pregnancy, military status, veteran status, prior criminal offense, domestic violence victim status, genetic status, limited English proficiency or any other lawfully protected status.