

Job Notice for Part time Clerk

The City of Kingston, located at 420 Broadway, Kingston, NY, seeks a part time employee to perform the duties of a Clerk in the City Clerk's Office. 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.

This is a part-time position and includes benefits such as vacation, personal, sick time and holiday pay. The salary range is \$15,471.50 - \$18,611.00 annually. Enrollment in the New York State Retirement System is optional.

This title is competitive and will be filled by a provisional appointment. A provisional appointment means the incumbent must sign up to take the Civil Service examination when it is scheduled and place in the top three willing to accept appointment in order to remain in the position.

The City of Kingston is an equal opportunity employer.

If you wish to apply, please send employment application to Jackie DeCicco, Executive Secretary, Civil Service, 420 Broadway, Kingston, NY, 12401. Please feel free to contact us at (845) 334-3921 Monday through Friday 8:30am to 4:30pm with any questions you may have. The applications can be found on our website at www.kingston-ny.gov.