

NOTICE OF VACANCY

Title: Clerk (Spanish Speaking)

Grade: CSEA Pay Grade 1

Salary: \$52,291.00

Classification: Competitive

The City of Kingston is looking for a full-time Clerk who speaks, reads and writes Spanish fluently to work in the Building, Safety and Zoning Department Monday through Friday.

DISTINGUISHING FEATURES OF THE CLASS: The work is primarily of routine nature and involves the performance of standardized clerical tasks and may serve as a translator when needed. 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: (Illustrative Only)

- 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
- Translates when needed
- Does related work as required

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

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 speak, read and write fluently in both English and Spanish language; 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:

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

SPECIAL REQUIREMENT:

Must be fluent in Spanish at time of application.

Applications will be accepted at the Kingston Civil Service Office until August 4, 2025 at 420 Broadway, Kingston, NY 12401. Applications can be emailed to rkimble@kingston-ny.gov. Please include the title Clerk (Spanish Speaking) in the subject line.

This posting is in the competitive class. The position will be filled on a provisional basis. Provisional appointments mean the incumbent must take the Civil Service examination when it is offered and be among the top three willing to accept appointment. For more information about Civil Service employment call (845) 334-3921.

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