

City Council
Brendan Finn, President
Chris Fiumara, Vice President
George Ennis
Tracey Johnson
Michael Reinhart



City Manager
Daniel Creighton

(516) 431-1000
JOB POSTING

CLERK (Part-time)

CURRENT LOCATION: Office of the City Clerk

DUTIES: The duties consist of independently performed routine clerical assignments, including but not limited to the following:

- Sorts, indexes, and files mail, bills, requisitions, invoices, vouchers, applications, permits, ledger cards and other material as assigned;
- Provides information and answers questions in person and via internet, email mail or phone;
- Provides relief support at switchboard;
- Operates telephone, two-way radio, computer, printer, copier, scanner, fax, calculator, postage meter, time stamper, camera and other standard office equipment and machinery;
- Issues and records applications, licenses and permits;
- Uses personal computer for data entry or composition of correspondence; and
- Assists assigned Department Head with meeting preparation including drafting agenda, transmitting required notices, preparing proceedings, and any other required documentation.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a GED and at least one (1) year of clerical experience.

HOURLY RATE: \$18.00/hr.

Apply by sending a resume to hr@longbeachny.gov including "PT Clerk (City Clerk)" in the subject line.

or

City of Long Beach
One West Chester Street, Room 504
Long Beach, NY 11561
Attn: Civil Service

*The City of Long Beach is an Equal Opportunity Employer
Personnel chosen for merit and fitness without regard to race, creed, color or national origin*