

City of Mount Vernon – Clerical Aide

Kind of Work

This is simple, routine clerical work of a repetitive nature performed in a part time or seasonal capacity.

Examples of Work

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.) Keeps simple records in accordance with prescribed procedures; operates office machines; prepares stamps and delivers mail; runs errands; assists other clerical employees; answers telephone and furnishes routine information, takes messages; files office records; performs related work as required.

Essential Requirements of the Work

Some knowledge of basic elementary clerical practices and procedures to include business English, spelling and arithmetic of the ability to readily acquire such knowledge; ability to communicate and to follow simple oral and written directions; ability to adhere to prescribed routine and perform repetitive tasks accurately and completely; ability to establish and maintain effective working relationships with other employees and the general public.

Compensation: \$10/hour

Time Requirement: not to exceed 30 hours per week

Preferred Pathway: no preference

Number of Openings:

Desired GPA: 2.5