

HELP WANTED

VILLAGE OF ROUSES POINT, NY

ROUSES POINT, NY – The Village of Rouses Point, NY is seeking applicants for a part-time senior typist for 20 hours per week. Salary is \$16.50/hr.

Duties: This position is varied clerical and typing work requiring full-time or substantial part-time use of a typewriter or computer. Duties include: knowledge of office terminology, procedures, and equipment; business arithmetic and English; ability to type accurately at a satisfactory rate of speed, ability to understand and carry out oral and written directions; ability to get along well with others; ability to write legibly.....

Minimum qualifications:

Graduation from high school or possession of a school equivalency diploma, two (2) years of clerical experience, and proof of typing ability.

Applicants may obtain an application and/or job description on the Village of Rouses Point website at www.rousespointny.com or in person at 139 Lake Street, Rouses Point. Application deadline is January 14, 2022.

For more information, contact Chris at 518-297-5502 ext 333 or clerk@rousespointny.com.