



**VILLAGE OF BROCKPORT  
EMPLOYMENT OPPORTUNITY  
PART TIME POLICE DEPARTMENT CLERK**

The Village of Brockport seeks an individual to assist the Brockport Police Department in a variety of clerical, customer service and record keeping functions. Responsibilities include, but are not limited to, working with and assisting the Administrative Department Secretary/Police Clerk and Chief of Police with administrative, and at times, confidential records, ensure proper statistical data is maintained and relayed to appropriate state and federal agencies, forward appropriate paperwork to the Monroe County District Attorney's Office and applicable courts, maintain departmental reports, maintain Monroe County MoRIS and I/LEADS systems, enter arrest and bench warrants in MoRIS, MoRIS entries, I/LEADS entries, record background checks, answer telephones, answer complaint window, release towed vehicles, and other duties as deemed appropriate by the Chief of Police.

Education and Experience: secretarial or related field. Associates Degree and public sector/municipal experience preferred. Must be personable, have a positive attitude, be a quick learner, detail/accuracy oriented and able to multi-task/prioritize. Familiarity with Microsoft Office is necessary. Additional task-specific computer programs are utilized.

Part time 20 hours per week, days and hours to be determined. \$12.00 per hour. No benefits. New York State Retirement System.

No Civil Service exam involved. Monroe County residency not required.

Download employment application from [www.brockportny.org](http://www.brockportny.org).

Respond by e-mail or mail only  
with cover letter, resume and completed employment application.

E-mail to: [lmorelli@brockportny.org](mailto:lmorelli@brockportny.org)

Or mail to: Village of Brockport Attention: Village Clerk 49 State Street Brockport, NY 14420

**Application deadline: Noon, Thursday, July 27, 2017**

By order of the Village Board 6/5/17  
Leslie Ann Morelli, Brockport Village Clerk