



**Employment Opportunity
PART TIME CLERK
BROCKPORT VILLAGE HALL**

The Village of Brockport Clerk-Treasurer Office
seeks 1 individual to serve as Part Time Clerk
to assist the staff in a variety of clerical, customer service and record keeping functions.
20 hours/week.
\$15/hour. No benefits.
NYS Retirement System.

Education and Experience: Associates degree or higher, experience with customer service,
accounts payable, accounts receivable, and public relations via social media preferred,
knowledge of CorelDraw or Adobe InDesign a bonus.
Must be a strong oral and written communicator, personable,
detail/accuracy oriented and able to multi-task/prioritize.

Pick up employment application at Brockport Village Hall
Monday-Friday 8:30am-4:30pm
or download from Village website: www.brockportny.org.

Return completed applications to:
Leslie Ann Morelli, Brockport Village Clerk
127 Main Street, Brockport, NY 14420
or lmorelli@brockportny.org

Application Deadline: Noon, Tuesday, May 7, 2019

Dated: 4/15/19

For publication in Suburban News and posting on Village website and at Village Hall.