



VILLAGE OF BROCKPORT

127 Main Street · Brockport, New York 14420
Telephone (585) 637-5300 · Fax (585) 637-1045
Website: www.brockportny.org

*The Victorian Village on the Erie Canal
Preserve America Community
Listed on the State and National Registers of Historic Places
Certified Local Government
Tree City USA Community
Erie Canalway Heritage Award of Excellence
NYS Climate Smart Community
NYS Clean Energy Community*

PART-TIME POLICE DEPARTMENT CLERK

VILLAGE OF BROCKPORT

The Village of Brockport seeks 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 Police Clerk and Chief of Police with administrative, and at times, confidential correspondence, ensure proper statistical data is maintained and relayed to appropriate state and federal agencies, assist with quarterly and year end reports, forward appropriate paperwork to the Monroe County District Attorney's Office and applicable courts, maintain departmental reports, maintain Monroe County DataWorks+ and Tyler systems, enter arrest and bench warrants in Tyler, other Tyler entries, record background checks, answer telephones, answer citizen assist window, comply with court ordered "SEAL" orders, release towed vehicles, and other duties as deemed appropriate by the Chief of Police.

Education and Experience: 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. Starting rate at \$17 per hour. No benefits. New York State Retirement System.

Send cover letter and resume by e-mail to: elinden@brockportny.org or by mail to: Attention: Brockport Village Manager, 127 Main Street Brockport, NY 14420.

Application deadline: Noon, Friday, November 11, 2022

Erica L. Linden
Brockport Village Manager/ Clerk