



# VILLAGE OF BROCKPORT

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

## **Employment Opportunity Police Department Clerk- Office Clerk IV**

The Village of Brockport seeks an individual to assist the Brockport Police Department in a variety of administrative, customer service, and record keeping functions. Visit our webpage to learn more about this department <https://brockportny.org/brockport-police-department/>

Education and Experience: Associates Degree and public sector/municipal or paralegal experience preferred. Potential candidate must have a positive attitude, be adaptable, and able to multi-task/prioritize and work on hard deadlines. Candidate must be detail and accuracy oriented with strong communication skills. Microsoft Office experience required. Additional department or county-wide specific computer programs are also utilized such as TYLER reporting systems, training will be provided.

Full-time 40 hours a week with excellent benefits and NYS Retirement System eligible. Monday-Friday, 8:00am to 4:00pm. The position is Civil Service Non-Competitive. The Village of Brockport is an equal opportunity employer.

Submit a cover letter and resume and employment application [https://brockportny.org/wp-content/uploads/Employment\\_application.pdf](https://brockportny.org/wp-content/uploads/Employment_application.pdf) to Village Manager Erica Linden at [elinden@brockportny.org](mailto:elinden@brockportny.org) or mail to 127 Main St., Brockport, NY 14420. Deadline to apply is close of business, Friday, June 9, 2023.

Mayor Margaret B. Blackman  
Trustee/Deputy Mayor Annette M. Crane  
Trustees John D. LaPierre, Shawn Halquist, Katherine J. Kristansen