

The City of Batavia, New York seeks a part-time Clerk Typist. SALARY: \$15.17/hour - \$16.10/hour. This position entails working a maximum of 19.5 hours per week. The candidate will be responsible for, mail processing, dealing with customers and processing their payments, answering phones and general clerical work within the City Clerk's office. Word and Excel experience helpful. Candidate should be able to multitask and work in a fast-paced environment. To be considered, please submit a completed [Civil Service Application](#), resume, cover letter, and references to: City of Batavia, Human Resources, One Batavia City Centre, Batavia, New York 14020 or tdean@batavianewyork.com. Civil Service employment applications may be downloaded above or picked up in the Human Resources Department. Background check, psychological assessment physical with drug testing required. Candidate must reside within Genesee County or any adjacent town to Genesee County within 6 months of the date of conclusion of the probationary period of the City of Batavia. EEO