

Human Resources Office

Personnel Clerk

The Town of Amherst is seeking applicants to provide personnel and human resources administrative support in its Office of Human Resources. Requires strong organizational and communication skills, and proficiency with all Microsoft Office programs. Personnel or human resources administrative experience is a plus, but not entirely necessary.

Typical work activities include, but are not limited to, Working cooperatively with the Erie County Personnel Office in applying personnel and Civil Services Rules, Maintaining classification and salary plans, and other general programs; Maintaining specialized records and preparing reports relating to the activities of the department; Preparing payroll and maintaining employee personnel folders and ensuring confidentiality of such information; Assisting in preparing budgets and personnel request documents; Maintaining financial records and accounts relating to departmental budgets and/or expenditures for supplies and equipment; and Maintaining control of purchase orders.

Starting salary is \$60,405.80. Enrollment in New York State Retirement System and excellent benefits package available. Amherst residency may be required. Forward letter of application, resume and three (3) professional references to Robert P. McCarthy, Esq., Director of Human Resources, Town of Amherst, 5583 Main Street, Williamsville, NY 14221, or email at rmccarthy@amherst.ny.us. Minority applicants are encouraged to apply. EOE, M/F/V/D