



**Job Posting Ad – Part-Time Clerk
Village of Monroe – Building / Code Enforcement Department**

The Village of Monroe is seeking a dependable, organized Clerk to support the Building and Code Enforcement Department.

Duties include:

- Greeting the public and answering phone calls
- Processing building permits and inspection requests
- Maintaining department records and files
- Preparing correspondence and reports
- Assisting with scheduling and general office support

Qualifications:

- Strong communication and customer service skills (bilingual in Spanish a plus)
- Proficiency in Microsoft Office (Word, Excel, Outlook)
- Ability to multitask and work independently
- Prior office/clerical experience preferred

The Orange County Application for Employment can be downloaded from the Village's website, www.villageofmonroe.org, or picked up in the Village Clerk's Office, 7 Stage Road Monroe, NY. Candidates will be subject to an appropriate background check. Send resume and cover letter to Village of Monroe, c/o Village Clerk, 7 Stage Road, Monroe, NY 10950.

The Village of Monroe is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth, pregnancy-related conditions, and lactation), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state, or local laws and ordinances. The Village of Monroe's board and leadership is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs, and general treatment during employment