



Notice of Vacancy

Date Posted:	August 7, 2026
Title of Position:	Clerk
Number of Vacancies:	One (1) Provisional Appointment
Salary Range:	\$46,572- \$52,556 Annually
Location:	Treatment Plant Administration
Shift:	7:30am-3:30pm
Employment Type:	Full Time
Benefits:	Full Benefits, Outlined Below

Job Duties:

A position in this class is characterized by a broad responsibility for the performance of non-typing clerical tasks. Work is routine in nature, however, as incumbents gain experience on assignments and unit activities, additional and more complex duties are added. These additional duties do not reach the difficulty or complexity of work associated with the senior level of this series. Although detailed instructions are given for new or difficult assignments with procedures that are definitely fixed, incumbents must exercise independent judgment in applying them to specific cases. Work is reviewed either by observation, periodic or spot checks, cross checking by others or by checking the completed work. (This class is equivalent to that of Typist with the exception that typists must have the ability to type.) No supervision is exercised over other employees.

Typical Work Activities

Files and maintains records, reports and other documents:

- checks for clerical accuracy and completeness;
- opens, dates, sorts, distributes and files mail;
- sorts, indexes and files bills, requisitions, ledger cards and other material alphabetically and/or numerically;
- posts and makes entries from original sources and maintains records, bills, control cards and ledgers;
- makes file searches and pulls needed material.

Issues and records licenses, permits and applications;

Collects fees and accounts for monies received;

Maintains time reports and payroll data;

Assists in compiling data, statistics and other basic information for research purposes;

Answers telephone or switchboard: takes messages and gives routine information;

May act as receptionist, directing callers to proper persons or sources of information

May assist in the input/retrieval of data on a computer terminal;

May operate copy machines, microfilm, simple computing and other office machines;

Performs related duties as required.

Minimum Qualifications:

Promotional

Applicants must have continuous and permanent status as a **Clerk Aide** in the Buffalo Municipal Housing Authority for at least **two years** in the non-competitive class. **In addition**, applicants must have Graduation from High School, Business School, Equivalency Diploma or GED.

NOTE: The promotional eligible list will be used to certify candidates for appointment to the Buffalo Municipal Housing Authority only.

Open Competitive

Graduation from High School, Business School, Equivalency Diploma or GED.

Supplemental Information

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Working knowledge of office terminology, procedures and equipment;

Working knowledge of business arithmetic;

Working knowledge of spelling and English;

Clerical aptitude;

Ability to be trained in the operation of computer terminal for the input/retrieval of data;

Ability to understand and follow oral and written directions;

Ability to write legibly;

Ability to get along well with others;

Physical condition commensurate with the demands of the position.

Additional Requirement

All employees of the Buffalo Sewer Authority must be able to prove continued residency within the City of Buffalo for the duration of their employment.

Why the Buffalo Sewer Authority is a Great Place to Work:

Working at the Buffalo Sewer Authority is more than just a job, it is your path to a career. Most all positions at the BSA promote into other positions, providing you with a career path for advancement and growth.

The Buffalo Sewer Authority also provides an exceptional, second-to-none, benefits package to meet the diverse and changing needs of our employees, which includes:

- Generous family healthcare at little or no cost to you, including:
 - Medical, Vision and Dental Coverages
- Life Insurance (basic and supplemental)
- Tuition reimbursement for continuing certifications, licensures and college courses
- Membership into the New York State retirement and pension system
- 457b – New York State Deferred Compensation Plan
- Substantial leave time, including:
 - Vacation, personal leave and sick leave days
- 14 paid holidays annually
- Employee Assistance Program for employees and family members
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How to Apply:

All applicants must apply in writing for the above position and specifically detail all experience and qualifications related to the position. The resume/letter of interest is to be submitted to:

Crystalee Lozada, Human Resources
Buffalo Sewer Authority
1038 City Hall
Buffalo, NY 14202

Or via email to: BSA_HR@buffalosewer.org

RESUMES AND/OR LETTERS OF INTEREST MUST BE RECEIVED BEFORE THE CLOSE OF BUSINESS ON August 21, 2026.

****Employment with Buffalo Sewer will adhere to the rules and regulations of New York State Civil Service Law. ****