

Village of Scotia – Employment Opportunity

Position: Full-Time Information Processing Specialist – Department of Public Works

The Village of Scotia is seeking a qualified individual for a full-time Information Processing Specialist position within the Department of Public Works. This role involves a variety of clerical tasks to support Village programs and services in a fast-paced office environment.

Primary Responsibilities Include (but are not limited to):

- Data entry and general clerical work
- Performing basic math and calculations
- Handling mail, supplies, and inventory tasks
- Preparing documents and keyboarding
- Managing incoming phone calls, emails, and faxes
- Assisting residents, vendors, and Village employees
- Completing forms and filing records
- Creating or assisting in the preparation of reports, charts, graphs, and tables
- Other duties as assigned

Requirements:

- Ability to perform a wide range of tasks accurately and efficiently
- Strong interpersonal skills and a professional demeanor in all public interactions
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook)
- Graduation from high school or possession of a high school equivalency diploma
- Prior clerical experience preferred

Compensation and Benefits:

- **Salary:** \$45,000 – \$49,000 annually
- **Benefits include:**
 - Paid Holidays
 - NYS Retirement Plan
 - Health Insurance Options

The Village of Scotia is an Equal Opportunity Employer committed to fostering a diverse and inclusive workplace. All qualified applicants will be considered without regard to race, color, religion, sex, national origin, age, disability, or any other legally protected status.

To Apply:

Send your resume to:

Ryan Kedzior, Superintendent of Public Works
Village of Scotia
4 N. Ten Broeck Street
Scotia, NY 12302

Or Email:

RKedzior@villageofscotiany.gov

Application Deadline: July 25, 2025