



**Office of Personnel and Civil Service
Job Announcement
Please Post Conspicuously**

Michael Mascarenas
County Manager

Shaun Gilliland
Chairman of the Board

TITLE: **JUNIOR PLANNER (*Anticipated Vacancy*)**
 *(*Provisional Appointment)*

SALARY: \$26.55/HR.
 Current employees hired **PRIOR** to 2009, please contact the Personnel Office for rate of pay.

LOCATION: Essex County Community Resources, Elizabethtown

BENEFITS: Health Insurance, Dental Insurance, Sick, Vacation, and Personal time, NYS Retirement, Life Insurance, Flexible Spending Plan, Paid Holidays, Employee Assistance Program, Employee Premium Enhancement, and 37 ½ Hour work weeks (Monday-Friday)

JOB SUMMARY This is a beginning level of professional work in the field of planning. Employees in this class perform limited office and field assignments in connection with municipal, regional, or community planning. The incumbents in this class assist in research, preparation of reports and studies with regard to planning problems. The work is performed under the direct supervision of the County Planner or higher level Planning Office employee. Occasional supervision may be exercised over the clerical personnel. The incumbent does related work as required.

MINIMUM QUALIFICATIONS:

Possession of a Bachelor's Degree in sociology, economics, geography, government, public administration, architecture, landscape architecture, civil or environmental engineering, environmental studies, planning, or a field similarly related to planning.

Note: *Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.*

Residency Requirement: There is no residency requirement.

(OVER)



Essex County Dept. of Personnel & Civil Service
Essex County Government Center, 7551 Court Street, P.O. Box 217, Elizabethtown, NY 12932



essexcountyny.gov/personnel-and-civil-service



518.873.3360

Essex County is an Equal Opportunity Employer

Additional Information: Qualified candidates will be subject to a Civil Service examination to be announcement at a later date. Applications will be accepted until the closing date for the examination. Persons seeking employment with Essex County shall be required to submit to a drug and alcohol screening/testing, pre-employment physical, and additionally may be required to submit to a fingerprint background check, depending upon the specific requirements of the position.

****The term provisional means that you will be required to take the next civil service examination for this title and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.***

Posting Date: March 15th, 2024

Application Deadline: April 15th, 2024



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