

Essex County Announces

An Anticipated Vacancy for a

CLERK

Essex County does not Discriminate the Handicapped in Employment or the Provision of Services
Essex County is an Equal Opportunity Employer

For further information contact
ESSEX COUNTY DEPARTMENT OF PERSONNEL AND CIVIL SERVICE
Essex County Government Center
7551 Court Street - P.O. Box 217
Elizabethtown, New York 12932 Tel: 873-3360
www.co.essex.ny.us/jobs.asp

VACANCY: ESSEX COUNTY MENTAL HEALTH

BASE SALARY: \$15.86/HR.

****Current employees hired PRIOR to 2009, please contact the Personnel Office for rate of pay****

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing routine clerical work and/or assists in performing more difficult and responsible clerical work. The work is primarily of a routine nature and involves the performance of standardized clerical tasks. Although detailed instructions are given for new or difficult assignments and procedures are rather definitely fixed, employees must exercise independent judgment in applying them to specific cases. The work is reviewed by immediate observation, by checking completed work, by periodic or spot checks, by cross checking, or by another step in the clerical process. The incumbent does related work as required.

MINIMUM QUALIFICATIONS: Either:

- (a)** Graduation from high school or possession of a high school equivalency diploma; **or**
- (b)** Two years of clerical experience; **or**
- (c)** An equivalent combination of training and experience as defined by the limits of **(a)** and **(b)**.

**LAST DATE TO SUBMIT APPLICATIONS FOR PROVISIONAL APPOINTMENT IS
MARCH 18TH, 2022**

QUALIFIED CANDIDATES WILL BE SUBJECT TO A CIVIL SERVICE EXAMINATION TO BE ANNOUNCED AT A LATER DATE. APPLICATIONS WILL BE ACCEPTED UNTIL THE ANNOUNCED CLOSING DATE FOR THE EXAMINATION. PERSONS SEEKING EMPLOYMENT WITH ESSEX COUNTY SHALL BE REQUIRED TO SUBMIT TO FINGERPRINT BACKGROUND CHECK, DRUG AND ALCOHOL SCREENING AND TESTING, AS WELL AS A PRE-EMPLOYMENT PHYSICAL. FOR APPLICATIONS AND INFORMATION, CONTACT THE ESSEX COUNTY DEPARTMENT OF PERSONNEL AND CIVIL SERVICE, ELIZABETHTOWN, NY.