

Essex County Announces

A Vacancy for a Part-Time Mail and Supply Clerk Trainee

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

BASE SALARY: \$14.31/HR. (HIRED AFTER 2009); \$15.89/HR. (HIRED PRIOR TO 2009)
VACANCY: ESSEX COUNTY MAIL AND SUPPLY

DISTINGUISHING FEATURES OF THE CLASS: This is a trainee position. Appointment following examination for a one-year term during which incumbents learn the basics of the mail and supply room. The work involves responsibility for independently performing routine clerical work in a mail and supply room, containing a variety of supplies used in the County offices. The work is primarily of a routine nature and involves the application of standardized clerical tasks in a central supply store and mail room; involving receipt, storage and distribution, as well as inventory of office supplies; handles incoming, outgoing and interoffice mail. The work is performed under general supervision with supervisory employees deciding questions of an unusual nature, but still allowing for some leeway in the exercise of independent judgment. Supervision may be exercised over helpers performing routine duties. The incumbent does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma.

LAST DATE TO SUBMIT APPLICATIONS FOR PROVISIONAL APPOINTMENT IS
MAY 14TH, 2021

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 DRUG AND ALCOHOL SCREENING/TESTING, PRE-EMPLOYMENT PHYSICAL, AND ADDITIONALLY MAY BE REQUIRED TO SUBMIT TO A FINGERPRINT BACKGROUND CHECK DEPENDING UPON SPECIFIC REQUIREMENTS OF THE JOB.

FOR APPLICATIONS AND INFORMATION, CONTACT THE ESSEX COUNTY DEPARTMENT OF PERSONNEL AND CIVIL SERVICE, ELIZABETHTOWN, NY 12932.

05/04/2021