

Essex County Announces

Anticipated Vacancy for a PERSONNEL 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
<https://www.essex.co.ny.us/jobs.asp>

VACANCY: Essex County Personnel Office

SALARY: \$20.27/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 of specialized personnel work with responsibility for the preparation and maintenance of personnel records, processing of personnel forms and providing assistance and guidance to employees and the public regarding policies and procedures. An employee may be assigned individual responsibility to particular areas of civil service such as the utilization of computerized and peripheral equipment, the recruitment and placement of personnel, aiding employees with health insurance, payroll certification, maintenance of civil service records or may assist the Personnel Officer in more complicated duties such as position classification and preparation of specifications. Work is performed under the general supervision of the Personnel Officer in accordance with established personnel policies and procedures with leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision may be exercised over subordinate employees. The incumbent does related work as required.

MINIMUM QUALIFICATIONS: Either:

(a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and one year of paid experience in public or business personnel administration; or

(b) Graduation from a regionally accredited or New York State registered college or university with an Associate Degree in secretarial science or a related field and three years of paid experience in public or business personnel administration; or

(c) Graduation from high school and five years of paid experience in public or business personnel administration; or

(d) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c).

(OVER)

**LAST DATE TO SUBMIT AN APPLICATION FOR PROVISIONAL
APPOINTMENT IS MARCH 28TH, 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 12932.

03/18/2022