

# Personnel and Civil Service

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## NOTICE OF VACANCY

### Records Clerk – Village of Waverly Police Department

**Date of Issue: 10/03/2024.** This position is responsible for performing moderately difficult clerical duties involved in records management. Employees in this class will exercise independent judgement in processing a variety of records and reports, requiring a general understanding of specific law, office rules, procedure and policies. General supervision is received from a higher-ranking administrative or clerical employee. Does related work as required.

The title of Records Clerk is **Competitive**, requiring applicants to meet minimum qualifications established for the position and successfully meet civil service examination requirements. **A tentative test date for this examination is not yet known.** A provisional appointment may be made to this position. Permanent appointment will be dependent upon participation in the examination AND being reachable from the resulting eligible list.

**Status:** Provisional, pending permanent appointment from eligible list

**Work Hours:** Full time, Monday – Friday; 40-hour work week

**Salary:** \$18.00/hour; Benefit package available: Medical, NYS Retirement, and NYS Deferred Compensation Plan

**Location:** Village of Waverly Police Department

#### MINIMUM QUALIFICATIONS (Either):

- a. Graduation from a regionally accredited New York State college or university with an Associates degree in office technology or closely related field; OR
- b. Graduation from high school or possession of an equivalency diploma and two years of full-time general office and records management experience or its part-time equivalent; OR
- c. An equivalent combination of education and experience as defined in a) and b).

**NOTE:** Records Management may include record organization, review, storage, retrieval, disposition and/or similar activities.

**Apply Online:** <https://tiogacountyny.com/departments/personnel-civil-service/>

**Apply by:** Applications will be accepted until the position has been filled.

*Tioga County applications are available on our website. Resumes may be submitted but MUST accompany an application. Applicants MUST clearly describe education and/or work and volunteer experience to explain how they meet the minimum qualifications for the position. Omissions or vagueness will not be interpreted in an applicant's favor.*