

# Personnel and Civil Service

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## NOTICE OF VACANCY MAIL CLERK PT

**Date of Issue: 12/03/2024.** This is a clerical position involving responsibility for properly receiving, handling, sorting and delivering in-coming and out-going mail and packages for the County Departments. The work involves the use of a postage meter for various classes of mail and the incumbent is responsible for determining the appropriate rates, according to classes of mail, and for making correct settings on the machine before each run. The incumbent may also be responsible for receiving, storing and distributing office supplies. An employee in this class works under the general direction of an immediate supervisor. Does related work as required.

The title of Mail Clerk (PT) is **Non-Competitive**, requiring applicants to meet the minimum qualifications established for the position. A criminal background check\*, is required.

**Status:** Permanent  
**Work Hours:** Part-Time; 17 hours/week  
**Salary:** \$15.00/ hr.; NYS Retirement System  
**Location:** Tioga County Department of Social Services

**Minimum qualifications:** Graduation from high school or possession of a high school equivalency diploma and six (6) months of full-time clerical experience (or its part-time equivalent); **or** an equivalent combination of training and experience indicating ability to perform the work.

**Special requirement:** Possession of a valid license to operate a motor vehicle will be required at time of appointment and continuously during employment to perform duties occurring during the normal course of work.

**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.*

\*Criminal background checks will be conducted upon a conditional offer of employment. Depending upon the position sought, conviction of a felony, misdemeanor or other offense may bar appointment. At the discretion of the appointing authority, additional screenings may include but will not be limited to: fingerprinting, psychological, and or drug testing. If requested, a candidate will be required to authorize access to educational, employment, financial, or other records.