

Personnel and Civil Service

Ronald E. Dougherty County Office Building 56 Main Street Owego, NY 13827



Linda Parke Personnel Officer ☎ 607 687 8494 📠 607 223 7074 🌐 www.TiogaCountyNY.gov

NOTICE OF VACANCY

Office Specialist I (HELP Program) – Village of Newark Valley

Date Issued: 03/01/25. The work involves responsibility for the performance of various standardized entry-level clerical tasks. An incumbent will operate a computer and related office equipment for the entry and retrieval of information using software to produce printed material such as letters, memoranda and forms. Ability to accurately manipulate specific software is valued over speed when performing keyboard functions. Specific duties will vary with the needs of the department or jurisdiction. Procedures are usually fixed but detailed instructions are given for new or difficult assignments. Work is reviewed by direct observation, checking completed work, periodic or spot checks, cross-checking or other steps in the clerical process. Does related work as required.

The title of Senior Clinical Social Worker is **Non-Competitive***, requiring applicants to meet the minimum qualifications established for the position.

Status: Permanent

Work Hours: Monday – Friday 35-38 hrs./week

Salary: \$19.00/hour (dependent upon experience); Benefit package available - NYS Retirement Health & Dental, Paid Time Off after six-month probationary period

Location: Village of Newark Valley

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency.

Apply to: Village of Newark Valley
PO Box 398
Newark Valley, NY 13811
Phone: 607-642-8686
Fax: 607-238-3808
Email: clerk@newarkvalleyvillage.com

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

**This is a Non-competitive appointment under the Hiring Emergency Limited Placement (HELP) Program. Upon approval of the title deletion, the title reverts to competitive class jurisdictional classification and the incumbents occupying that title gain a competitive appointment.*