

## 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](http://www.TiogaCountyNY.gov)



### NOTICE OF VACANCY Clerk (Seasonal)

**Date of Issue: 05/12/25.** The work is primarily of routine nature and involves the performance of standardized clerical tasks. Although detailed instructions are given for new or difficult assignments, and procedures are rather definitely fixed, employees must exercise independent judgment in applying them to specific cases. The work is reviewed by immediate observation, checking completed work, periodic or spot checks, cross-checking, or by another step in the clerical process. Does related work as required. Position utilized as Deputy Town Clerk

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

**Status:** Seasonal  
**Work Hours:** Full-time, Monday – Friday  
**Salary:** \$16.22 / Hour;  
**Location:** Town of Owego

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma; or any combination of experience and training sufficient to indicate ability to do the work.

**Apply to:**  
Town of Owego  
2354 State Route 434  
Apalachin, NY 13732  
Office: 607-687-0123  
Fax: 607-687-6381