

# Personnel and Civil Service

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Bethany O'Rourke Personnel Officer



## NOTICE OF VACANCY

### OFFICE SPECIALIST I; Four (4) Full-time, temporary positions

**Date of Issue: 08/19/19:** 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.

Temporary employment opportunities are available during the Home Energy Assistance Program (HEAP) season. Employment is subject to a criminal background check\*. Temporary appointments to the title of **Office Specialist I** will be made in accordance with NYSCSL §64.2 and, when possible, will be made from an eligible list.

<b>Status:</b>	Temporary; starting 10/15 and 10/28/2019; three, four, and five month durations
<b>Work Hours:</b>	Full time, Monday – Friday
<b>Salary:</b>	\$12.22 / hour; no benefits
<b>Location:</b>	Tioga County Department of Social Services

**Minimum Qualifications:** Graduation from high school or possession of a high school equivalency.

**Apply Online** by using our "Online Application Tool": <https://www.tiogacountyny.com/departments/personnel-civil-service/>

**Apply by: APPLICATIONS WILL BE ACCEPTED UNTIL ALL POSITIONS HAVE 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.