

Personnel and Civil Service

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



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Bethany O'Rourke Personnel Officer

NOTICE OF VACANCY DEPUTY CLERK TO THE TIOGA COUNTY LEGISLATURE

Date of Issue: 09/17/20: The work involves responsibility for assisting the Clerk of the Legislature in carrying out the statutory responsibilities of that office. The Deputy performs administrative and clerical duties necessary for the processing of official documents and papers of the County Legislature. The Deputy maintains a variety of Legislative records and assists in gathering data for reports or research. The incumbent provides clerical support to the Clerk as needed and during times of absences, the Deputy acts for and in place of the Clerk. The Deputy is appointed by and serves at the pleasure of the Clerk. The Deputy attends Legislative meetings, prepares agendas and minutes and distributes reports, correspondence, etc., as required. General supervision is exercised over this position by the Clerk through formal discussion and review of completed work. The Deputy must interact with legislators, department heads and other County officials in carrying out assignments, and be able to independently exercise good judgment in solving problems. The incumbent in this classification is designated by the Legislature to also serve as Deputy County Auditor and assist in the review of various purchase order and P-card transactions. Does related work as required.

Employment will begin on January 4, 2021.

The title of Deputy Clerk to the Tioga County Legislature is **Unclassified**. No civil service test required. Appointment to this title means that an incumbent serves at the pleasure of the Clerk of the Tioga County Legislature. Preferred qualifications listed below. *For external applicants, a criminal background check will be conducted upon a conditional offer of employment.

Status: Permanent, serves at the pleasure of the Clerk to the Tioga County Legislature
Work Hours: Full time, 35-hr/week, Mon – Fri 9AM-5PM, quarterly evening meetings as needed
Salary: \$36,742 - \$46,742 (Non Union) benefit package available including: health insurance, paid leave time, NYS Retirement System, Deferred Compensation Plan.
Location: Tioga County Legislature

Preferred Qualifications: Graduation from high school or possession of a high school equivalency, AND two (2) years of full-time experience (or its part-time equivalent) maintaining financial accounts. Clerical experience involving the taking and transcribing of dictation is preferred. Experience with Munis accounts payable processing is preferred.

Initial consideration will be given to applicants who are currently employed by Tioga County.

Special Note: Applicants must have solid skills in grammar, spelling, and sentence structure.

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

Apply by: OCTOBER 9, 2020

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.