

# Personnel and Civil Service

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



☎ 607 687 8494 📠 607 223 7074 🌐 [www.TiogaCountyNY.com](http://www.TiogaCountyNY.com)

Bethany O'Rourke Personnel Officer

## NOTICE OF VACANCY CLERK (Part-time) – Town of Barton

**Date Issued: 11/23/20.** 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.

The title Clerk (PT) is **Non-competitive**, requiring applicants to meet minimum qualifications established for the position.

**Status:** Temporary; January - April

**Work Hours:** Part-time, days; 25-30-hours / week

**Salary:** \$15.00 / hour

**Location:** Town of Barton

**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 Barton  
304 State Route 17C  
Waverly, NY 14892  
Phone: 607-565-2261 Ext. 5  
Fax: 607-565-2262  
Email: [richardsa@townofbarton.org](mailto:richardsa@townofbarton.org)

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