

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 Records Clerk

Date of Issue: 04/02/2021. This position is responsible for performing moderately difficult clerical duties involved in records management. Employees in this class will exercise independent judgement in processing a variety of records and reports, requiring a general understanding of specific law, office rules, procedure and policies. General supervision is received from a higher-ranking administrative or clerical employee. Does related work as required.

The title of Records Clerk is **Competitive**, requiring applicants to meet minimum qualifications established for the position and successfully meet civil service examination requirements. **A tentative test date for this examination is not yet known.** A provisional appointment may be made to this position. Permanent appointment will be dependent upon participation in the examination AND being reachable from the resulting eligible list.

Status: Provisional, pending permanent appointment from eligible list; anticipated start date mid-June 2021

Work Hours: Full time, Monday – Friday; 40-hour work week

Salary: \$14.42/hour; Benefit package available: Medical, NYS Retirement, and NYS Deferred Compensation Plan

Location: Village of Waverly Police Department

MINIMUM QUALIFICATIONS (Either):

- a. Graduation from a regionally accredited New York State college or university with an Associates degree in office technology or closely related field; OR
- b. Graduation from high school or possession of an equivalency diploma and two years of full-time general office and records management experience or its part-time equivalent; OR
- c. An equivalent combination of education and experience as defined in a) and b).

NOTE: Records Management may include record organization, review, storage, retrieval, disposition and/or similar activities.

Apply Online: <https://www.tiogacountyny.com/departments/personnel-civil-service/>

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