

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 Clerk (Seasonal)

Date of Issue: 05/11/2021. 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 of Clerk (Seasonal) is **non-competitive**, requiring applicants to meet minimum qualifications. A criminal background check* may be required.

Status: Temporary; May 24 – August 31, 2021
Work Hours: Full time, 35-hour work week
Salary: \$13.50 / hour
Location: Tioga County Treasurer's Office

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

Apply by: 05/21/2021

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.