



SENECA COUNTY

AN EQUAL OPPORTUNITY EMPLOYER

CIVIL SERVICE OPPORTUNITIES



**Clerk – Part Time
County Clerk’s Office
\$12.533 per hour**

****This position will be filled using the civil service list for Clerk****
There are no health insurance benefits available for part time employment

Seneca County has a residency requirement that an applicant must be a resident of Seneca County or one of the six contiguous counties (Cayuga, Ontario, Schuyler, Tompkins, Wayne and Yates) for one month to be eligible for appointment.

GENERAL STATEMENT OF DUTIES:

Independently performs routine clerical work and/or assists in performing more difficult and responsible clerical work; does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or High School Equivalency.

DISTINGUISHING FEATURES OF THE CLASS:

The work is primarily of a routine nature and involves the performance of standardized clerical tasks. Although detailed instructions are given for new or difficult assignments and procedures are definitely fixed, employees must exercise independent judgment in applying them to specific cases. The work is reviewed by immediate observation, by checking completed work, by periodic or spot checks, by cross checking, or by another step in the clerical process

FULL KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to understand and follow oral and written instructions; ability to get along well with others; ability to write legibly; clerical aptitude; mental alertness; neatness; accuracy; tact and courtesy; good physical condition.

**APPLICATIONS MAY BE OBTAINED FROM AND RETURNED TO:
SENECA COUNTY PERSONNEL OFFICE,
1 DI PRONIO DRIVE, WATERLOO, NY 13165**

**Applications Accepted Up To:
May 26, 2017
Or Until Position is Filled**

FOR FURTHER INFORMATION, PLEASE SEE REVERSE SIDE.....

TYPICAL WORK ACTIVITIES (Illustrative only)

Sorts, indexes, and files mail, bills, requisitions, ledger cards and other material;
Pulls material from files, makes simple file searches and maintains charge-out records;
Issues and records applications, licenses and permits;
Collects fees and accounts for monies received;
Checks reports and records for clerical accuracy, completeness and proper extension;
Answers telephone and gives out routine information, or relieves at switchboard;
Maintains time records and payroll data;
Operates photocopier, simple computing and other office machines;
Makes entries on control cards; or in ledger from original sources;
Makes arithmetical computations and compiles simple statistical reports.

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