



## **SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT**

105 Ninth Street Unit 21  
Watkins Glen, NY 14891  
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Lorry Johnson  
Personnel Officer

### **Immediate Opening**

### **Keyboard Specialist**

### **Social Services Department**

**SALARY:** \$14.11 per hour (35 hrs per week) with excellent benefits.

**LAST DATE TO APPLY:** Applications accepted until position is filled.

**VACANCY:** At the present time there is one full-time opening in the Schuyler County Social Services Department. **The person hired will need to take a Civil Service test at a later date and be reachable on the list to gain permanency in the position.**

**RESIDENCY REQUIREMENT:** Candidates must have been **legal residents of Schuyler or a contiguous (Chemung, Seneca, Steuben, Tompkins and Yates) county** for at least one month immediately preceding the date of application.

**JOB DESCRIPTION:** The work involves responsibility for the performance of standardized clerical tasks and the operation of a personal computer for the entry and retrieval of information using software to produce printed material such as letters, memoranda and forms. Specific duties vary with the needs of the department. This position will be responsible for reception desk duties at the Department of Social Services. Procedures are usually fixed but detailed instructions are given for new or difficult assignments. Work is reviewed by direct observation, checking completed work, periodic or spot checks, cross-checking or other steps in the clerical process. Supervision over the work of others is not a responsibility of employees in this class. Does related work as required.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from high school or possession of a high school equivalency diploma (GED) including or supplemented by a course in typing or word processing; **OR**
- B. One year of satisfactory clerical experience which shall have included typing or word processing.

**Note:** If you qualify under A above, **please submit documentation of course.** If using work experience to qualify, please describe fully on application.

Applications are available at [www.schuylercounty.us](http://www.schuylercounty.us) or the Schuyler County Civil Service Office  
105 Ninth St., Unit 21, Watkins Glen, NY 14891 (607) 535-8190  
Schuyler County...An Equal Opportunity/Affirmative Action Employer

**Date Issued: March 12, 2018**