



SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT

105 Ninth Street Unit 21
Watkins Glen, NY 14891
(607) 535-8190 Fax: (607) 535-8193
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Lorry Johnson
Personnel Officer

Vacancy

Keyboard Specialist – On-Call **Schuyler County Community Services**

SALARY: \$13.77 per hour; up to 17 hours per week, no benefits

LAST DATE TO APPLY: Applications will be accepted until positions are filled.

VACANCY: At the present time there is a **part-time on call** opening in the Schuyler County Community Services Department. (This is a **non-competitive** position with no Civil Service exam required.)

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. 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, **including or supplemented by** a course in typing, word processing, office practices, or a closely related field (a transcript must be provided as proof); or
- B. One year of clerical experience which shall have included typing or word processing.

Applications are available at 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

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