



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

Schuyler County Job Opening Clerk – PT Schuyler County Purchasing/Records

SALARY: \$13.77 per hour; 17 hours per week, no benefits; four days per week, 12Noon – 4:15pm (some flexibility with schedule)

LAST DATE TO APPLY: Applications **must** be received in the Civil Service office at 105 Ninth St., Unit 21, Watkins Glen, NY by **4:30pm on May 4, 2017**

VACANCY: At the present time there is one **part-time** opening in the Schuyler County Purchasing/Records Departments. This is a non-competitive position, no Civil Service exam is 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 standard clerical tasks and the part-time operation of a personal computer and office equipment. Specific duties vary with the needs of the department. Procedures are usually fixed but detailed instructions are given for new or difficult assignments. The incumbent works under supervision of more senior clerical worker. Supervision over the work of others is not a responsibility of employees in this class. Does related work as required. *For Purchasing/Records Departments must be able to lift up to 50lbs over head.

TYPICAL WORK ACTIVITIES:

Maintain alphabetic, numeric, and/or chronological files of correspondence, documents and materials by coding and filing new material, searching for requested material and periodically purging obsolete material;

Receives and organizes work to be processed and recorded;

Contacts by telephone and correspondence clients, vendors, and/or insurance carriers to obtain additional information or to update information;

Reviews forms for completeness and accuracy;

Answers telephone and takes messages or provides callers with general information;

Prepares, stores, and retrieves lists and documents;

Operates personal computer, photocopier, audio-visual equipment, etc.;

Orders office supplies and maintains inventory of supplies and equipment;

Sorts, date stamps, and distributes mail and packages;

Schedules meetings and appointments;

May supervise students in a school setting;

Assists in preparing bulletin boards and displays;

May serve as a receptionist and greet clients and/or visitors;
May collect fees and account for monies received;
May maintain records and prepare reports;
If employed in school health office, may administer first aid, assist professional staff with health screening tests, and assist students to take assigned medications. Employee will need to obtain First Aid and CPR certificates.

MINIMUM QUALIFICATIONS:

- A. Graduation from high school or possession of a high school equivalency degree which included or was supplemented by satisfactory completion of a course in keyboarding, office practices, or a closely related field; or
- B. Graduation from high school or possession of a high school equivalency degree and one year of clerical experience.*

***PLEASE NOTE: Proof of coursework must be provided if you qualify under A. If using work experience to qualify, please describe fully on application understanding that “clerical experience” is defined as activities involving the performance of routine office tasks, such as keeping of records & accounts, correspondence, recording/entering & retrieving data and/or information or i.e. filing, answering phones, typing correspondence, and using modern computer software. This experience should be the primary function of the job and not incidental.**

Applications and announcements are available at www.schuylercounty.us or the
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105 Ninth St., Unit 21, Watkins Glen, NY 14891
(607) 535-8190

Issue Date: April 20, 2017