



St. Lawrence County Board of Legislators is in search of:

## **Print and Mail Clerk**

**Salary:** \$38,896 with excellent benefits as described below

**Benefits:** Generous vacation and sick time allowance, Public Service Loan Forgiveness eligibility and the option to enroll in the St. Lawrence County's health insurance or opt out of the insurance and receive a buyout in the amount of \$2,000 for single coverage or \$4,000 for family.

This position involves responsibility for the operation and maintenance of printing machines, high speed/high volume copiers and related equipment in the production of forms, booklets, brochures and related printed materials. The work also involves developing and creating graphic designs and presentations. The incumbent performs tasks to assemble and bind printed materials as well as exercise creativity in preparing graphic material. Supervision is received in the form of specific assignments and inspection of completed work for form, neatness and clarity of reproduction. The incumbent does related work as required.

**MINIMUM QUALIFICATIONS:** Either:

- (A) One year of experience involving the development and preparation of graphic materials, displays and presentations; **AND**
- (B) Six months of experience in the operation of duplicating machines and high speed/high volume copiers; **OR**
- (C) Satisfactory completion of a course in the operation of duplicating machines and high speed/high volume copiers; **OR**
- (D) An equivalent combination of training and experience as indicated in (B) and (C) above.

Additional Employment Information: **This is a provisional appointment. The successful applicant will need to take a civil service examination and score within the top three interested candidates in order to be permanently appointed.**

Applications will be accepted until the position is filled. Send application/resume to:

St. Lawrence County Human Resources Office  
48 Court Street  
Canton, NY 13617

Applications can be obtained from the county's website, <https://stlawco.org/Departments/HumanResources> or by contacting the Human Resources Office at (315)379-2210. **AA/EEO.**

**Date Posted: 09/06/2022**