

St. Lawrence County Government
Position Advertisement Form

St. Lawrence County Department of Social Services is in search of:

Clerk (Temporary Full Time)

Salary: \$18.27/hour (temporary position)

This is an entry-level class involving the performance of a variety of systematized clerical tasks. The class is distinguished from a Senior Clerk who performs more difficult and complex clerical tasks which requires knowledge of specific program areas and the application of judgment and discretion in selecting a course of action. Positions in this class are supervised by a higher level position by personal observation; review of work in progress or upon completion, and production of records and reports. Supervisory assistance is available with instructions given for new or unusual assignments and procedures. A clerk has no supervisory responsibilities but may assist the supervisor with on-the-job training of a new clerk in a specific clerical task. The incumbent does related work as required.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from high school, possession of a high school equivalency diploma, or possession of an Individual Education Plan diploma; **OR**
- (B) One (1) year of full-time clerical experience.

Applications accepted until position has been filled. Send application/resume to:

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

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

AA/EEO

Posted: 09/21/2022