

St. Lawrence County Government
Position Advertisement Form

St. Lawrence County Public Health Department is in search of:

Public Health Program Aide

Salary: \$48,489 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.

Duties of the position: Work of this class is designed to relieve the Public Health department's professional staff of a variety of clerical and program details. Work requires familiarity with the organization and operation of the agency and applicable rules and regulations. An employee works under general supervision with some independence in the execution of details of the work. The incumbent does related work as required.

MINIMUM QUALIFICATIONS: Graduation from high school, possession of a high school equivalency diploma or possession of an Individual Education diploma and three (3) years preventive/health focused clerical experience in a responsible clerical position which shall have included public contact work as one of the major functions of the job.

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

You can apply online at <https://stlaw-portal.mycivilservice.com>.

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

Send application to:

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

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Posted: 06/05/2026