

St. Lawrence County Government
Position Advertisement Form

St. Lawrence County Human Resources Department is in search of:

Human Resource Aide

2026 Base Salary: \$46,701/2027 Base Salary: \$48,102 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 is specialized clerical work involving responsibility for the maintenance of civil service and personnel records and the processing of civil service and personnel forms. Work includes the skilled operation of a personal computer and office equipment. The work is performed under the general supervision of professional staff in accordance with prescribed procedures. Some latitude is allowed for the exercise of independent judgment in carrying out the details of the work. The incumbent does related work as required.

MINIMUM QUALIFICATIONS:

- (A) Possession of a Bachelor's Degree in Human Resources, Public Administration or closely related field; **OR**
- (B) Possession of an Associate's Degree in Human Resources, Public Administration or closely related field **AND** two (2) years of clerical experience, one (1) of which must have involved personnel administration in either the public or private sector; **OR**
- (C) Graduation from high school, possession of a high school equivalency diploma or possession of an Individual Education Plan Diploma **AND** four (4) years of clerical experience, two (2) of which must have involved personnel administration in either the public or private sector.

Note: Personnel Administration includes activities in areas such as benefit administration, personnel file maintenance, civil service examination, new employee orientation etc. or support of these functions in a Human Resources Department setting.

Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Additional Employment Information: This position is currently being filled under the HELP Program and will not require an examination at this time.

Applications accepted until the position is filled.

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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Date Posted: 09/24/2026