St. Lawrence County Government
Position Advertisement Form

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

Keyboard Specialist

Salary: $40,844 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: The work involves the performance of a variety of standardized clerical tasks and the full-time or substantial part-time operation of equipment requiring the manipulating of an alphanumeric keyboard to produce printed copy. Specific duties vary with the needs of the department. Procedures are usually fixed but detailed instructions are given for new or difficult assignments. Work is reviewed by checking completed work, by periodic or spot checks, or other steps in the clerical process. 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 Plan diploma.

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

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

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