St. Lawrence County Government
Position Advertisement Form

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

Data Clerk

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 which require a general understanding of specific laws, organizational rules, procedures and policies in order to process and/or verify data for indexing into a database. This class is distinguished from Clerk by the high volume of document indexing, the responsibility for database management, the greater complexity of tasks and the program knowledge required. 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 and one (1) year of clerical experience which shall have included data entry.

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 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

Posted: 11/03/2026