St. Lawrence County Government
Position Advertisement Form

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

Clerk

Salary: $38,399 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: 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.

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
EEO

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