

St. Lawrence County Government
Position Advertisement Form

St. Lawrence County Board of Legislators is in search of:

Delivery Clerk

Salary: \$35,101 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 class involves the collection, sorting, and delivery of mail. Delivery Clerks are responsible for the safe and timely handling of mail, packages, incoming and outgoing. The work is performed under general supervision in accordance with specific procedures and U.S. Postal regulations. 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.

SPECIAL REQUIREMENT: Possession of a valid New York State motor vehicle license.

NOTE: Must be able to lift weight in excess of fifty (50) pounds.

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.**

******To be considered for this position you must apply for the current exam under the current exams tab at the link listed below******

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
AA/EEO