



Hamilton County Personnel/Civil Service

Part-time position available immediately!

Personnel Clerk

The Hamilton County Personnel Department has a new part-time Personnel Clerk opening. This work involves the responsibility for and the performance of varied typing and clerical tasks requiring the exercise of judgment and an understanding of personnel agency and policies. The work is performed under general supervision, with unusual problems being referred to the Personnel Officer before action is taken. This is a 17.5-hour work week that has a set schedule with the ability to flex as needed in the department. Pay starts at \$18.84 to \$20.49 per hour.

What You'll Do:

- Data entry into cloud-based database;
- Answer telephone and provide support to employee needs within Hamilton County;
- Work with Personnel Assistant on records retention and Civil Service rosters;
- Establish, compile, file and maintain a variety of personnel records physically and digitally;
- Type reports, letters and other documents dealing with civil service, personnel benefits administration and personnel matters.
- Extract information from files and records to help create reports as required by state and local agencies.
- May be asked to work on a Saturday to monitor Civil Service Exams.

Incumbent will be given a provisional appointment until the title is entered into the NY HELPS Program. At which time, the incumbent will be given a Non-Competitive appointment. There will be no Civil Service Examination at this time.

Who Can Apply?

Anyone who has a High School diploma or is in possession of an equivalency diploma, AND

- a) Three years of clerical office experience; OR
- b) Possession of an associate's degree and one year of clerical experience.

Please submit proof of meeting the minimum qualifications along with your application. (A copy of your diploma/equivalency diploma, associate's degree (if applicable), and list your clerical experience on your application.)

Applications accepted until the position is filled.

Applications are available on the Personnel website or can be picked up in the Personnel Department. Questions? Call (518) 548-6375 or email personnel@hamiltoncountyny.gov.