

DEPUTY CLERK OF THE COUNTY LEGISLATURE

PLEASE POST CONSPICUOUSLY

WANTED

APPLICANTS FOR VACANT POSITION

Title: Deputy Clerk of the County Legislature-full time, temporary with benefits, PJC

Location: County Legislature

Salary: \$39,883-48,523/YR

SUGGESTED MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in secretarial science or closely related field and one (1) year of clerical experience which involved the operation of a computer for word-processing, database or spreadsheet applications, or
- (b) Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience as defined in (a); or
- (c) An equivalent combination of training and experience as defined by the limits or (a) and (b).

Pre-employment drug screen, criminal background check and/or physical required.

Approved applications will be forwarded to the Clerk of the Legislature until the position is filled.

SUBMIT CIVIL SERVICE APPLICATIONS TO:

Cortland County Personnel/Civil Service

60 Central Ave.

Cortland, NY 13045-2746

EOE/MF

ISSUED: 05/24/19