



CATTARAUGUS COUNTY CIVIL SERVICE

HUMAN RESOURCES DEPARTMENT

303 Court Street * Little Valley, NY 14755 * (716) 938-2281 * FAX (716)938-2759

John R. Searles, Personnel Officer

Kristine M. Phinney, Deputy Personnel Officer

AGING SERVICES CLERK (Provisional)

| <u>Title</u> | <u>No. Positions</u> | <u>Salary</u> |
|--------------------------|----------------------|------------------------------------|
| Aging Services Clerk | 1 | \$22.95 per hour |
| *Provisional Appointment | | Grade 14 – General Bargaining Unit |

***Permanent appointment requires successful completion, and placement, through the Civil Service examination process.**

This class involves clerical tasks associated with accounting and auditing. Positions in the class systemize information about transactions and activities into accounts and quantitative records. This class is distinguished from that of Account Clerk Typist by virtue of the fact that an incumbent also provides information and assistance for programs and services including implementation of specific service components. Employees usually work under general supervision. Supervisors are available for consultation on unusual problems and provide instructions concerning new or difficult assignments. An Aging Services Clerk does related work as required.

Minimum Qualifications:

Graduation from high school or possession of a high school equivalency diploma and one year of work experience which must have involved the use of computer software to create and maintain spreadsheets and databases.

Interested applicants must complete a Civil Service Application and submit it prior to 11:59pm on May 24, 2024, to:

Cattaraugus County Civil Service
303 Court Street
Little Valley, NY 14755

Applications are available at the Cattaraugus County website: <https://cattco-portal.mycivilservice.com>.

Cattaraugus County - an Equal Opportunity Employer

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