

**HAMILTON COUNTY PERSONNEL/CIVIL SERVICE
ANNOUNCES AN OPEN COMPETITIVE EXAMINATION FOR:**

CLERK

**EXAMINATION NO: 2018-5
EXAM DATE: SEPTEMBER 22, 2018**

This examination is being given for an immediate opening for a Clerk in the Hamilton County Community Services office. The position is located in Indian Lake. Starting salary is \$23,266. This is a full-time position with an excellent benefits package. You must be a resident of Hamilton County to apply.

Independently performs routine clerical work and/or assists in performing more difficult and responsible clerical work. The work is primarily of a routine nature and involves the performance of standardized clerical tasks. The incumbent works under direct supervision on routine assignments, which are done in accordance with defined procedures. Detailed instructions are provided for new or unusual assignments. The work is reviewed by observation, by cross checks, by other steps in the clerical process or by an immediate supervisor.

Minimum Qualifications:

- a) Graduation from high school or possession of a high school equivalency diploma; OR
- b) Two (2) years of clerical experience.

Proof of minimum qualifications required at the time of application.

For more information or an application, please contact:
Hamilton County Personnel
PO Box 174, Court House
Lake Pleasant, NY 12108
(518) 548-6375

Applications must be received no later than August 31, 2018