

**HAMILTON COUNTY PERSONNEL/CIVIL SERVICE
ANNOUNCES AN OPENING FOR:**

CLERK

Hamilton County Public Health Nursing Service has an opening for a Clerk in Indian Lake. Starting salary is \$29,326 – \$32,329. Salary may be adjusted, if applicant has relative experience. This is a full-time position with an excellent benefits package.

The incumbent 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.

Candidate chosen for the position will be given a provisional appointment, must take a civil service examination, and be in the top three scores to retain position.

Minimum Qualifications:

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

Proof of minimum qualifications is required at the time of application.

For 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 June 16th, 2023