



# CLERK

## The Position

The Schenectady County Public Library is currently recruiting for part-time Clerks\*. This position involves responsibility for independently performing routine clerical work and/or assisting in performing more difficult and responsible clerical work. Employees must exercise independent judgment in applying detailed instructions to assignments. This position may be responsible for utilizing a micro-computer, remote computer terminal or similar computer equipment in the performance of daily work related tasks. Direct supervision is received from a higher level clerical or administrative staff with detailed instructions given for new or difficult assignments. The incumbent does related work as required

***\*PLEASE NOTE: This position is part of the NYS HELPS Program and a NYS Civil Service Examination will not be required. Candidates can be eligible for consideration by meeting the minimum qualifications.***

## Qualifications

- (A) Graduation from high school or possession of a high school equivalency diploma; OR
- (B) One year of clerical experience.

NOTE: The essential functions of this job are determined by the department/jurisdiction where the job is located.

## Salary

\$20.15/hour

## How to Apply

Apply online at ***mycivilservice.schenectadycounty.com***.



*Schenectady County is committed to diversity, inclusion, and equal opportunity. It is our policy to provide equal employment opportunities to all people regardless of protected class status, including race, creed, color, sex, sexual orientation, gender identity, national origin, military or veteran status, disability, predisposing genetic characteristics, marital or family status, or any other impermissible basis*

# Schenectady County offers exceptional benefits

## *Health Benefits*

- Medical, Dental & Vision
- Prescription Drug
- Flexible Spending Accounts

## *Retirement and Savings Plans*

- NYS Pension System
- 457(b) Deferred Compensation
- 529 College Saving Plan

## *Additional Benefits*

- Paid Holidays
- Vacation, Personal, Bereavement, and Sick Leave
- Paid Family Leave for Bonding with Child
- Free Tuition at SUNY Schenectady and other Tuition Assistance
- Gym Reimbursement
- Free CDTA Bus Pass
- Employee Assistance Program

## About Schenectady County

What makes Schenectady County different from other communities? We believe it's the people, working together to create a place that people want to live, do business, and visit to enjoy all that we have to offer. Schenectady County continues to think differently, looking for new and innovative ways to deliver the important programs and services that make Schenectady County unique.

Strong County leadership has helped foster cooperation among the various levels of government to reduce waste and eliminate duplication. Through intergovernmental cooperation, the County and our communities have saved hundreds of thousands of dollars and leveraged our combined resources and talents to secure additional federal and state funds to expand upon this highly successful endeavor.

Schenectady County is a community with a rich past and bright future. So many in our community have worked hard to make all of our success possible and have made Schenectady County a great place to work, live, and raise a family.

More information about Schenectady County and employment opportunities are available on the Schenectady County website at:

***[www.SchenectadyCountyNY.gov](http://www.SchenectadyCountyNY.gov)***



Schenectady County Human Resources

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