

DATE: August 16, 2024

TO: **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**
(This is a competitive class position and there is currently an open competitive eligible list.)

FROM: Timothy Rose, Acting Public Health Director
239 Golden Hill Drive, Kingston, NY 12401

JOB VACANCY: Clerk / Permanent/Provisional / Full-Time / Benefited

LOCATION: GH Office Building

SALARY: \$18.53 / hour (Grade 3)

FILL DATE: September 9, 2024



DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the performance of routine clerical tasks. The work is carried out in accordance with established procedures and involves entry level office duties which provide support to the function of a municipal department or agency. The class differs from that of Senior Clerk in that Clerk is the entry level of the clerical series whereas Senior Clerk is the second level having greater responsibility. Depending on assignment, work is performed under the general or direct supervision of a higher level employee. Detailed instructions are given for new or difficult assignments. Supervision of others is not normally a responsibility of the class. Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to understand and carry out oral and written directions; ability to get along well with others; ability to write legibly and keep accurate records; clerical aptitude; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Successful completion of the eighth grade in school; or its equivalent.

Special Requirement for appointment to Ulster County positions: In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice Services or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check.

ULSTER COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.