

# CLERK P/T

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This position involves the performance of standardized clerical tasks which may require operation of such equipment as a personal computer or word-processor. Specific duties vary with the needs of the municipality, district, department, or division. Procedures are usually fixed but detailed instructions are given for new or difficult assignments. Work involves the processing of all or part of the paperwork flow of an office or unit of an office which involves judgment in scheduling and prioritizing work, and evaluating submitted data for compliance with established criteria.

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**On a part-time basis (under 28 hours per week), this is a Non-Competitive position. Applicants must meet the stated minimum qualifications.**

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**MINIMUM QUALIFICATIONS:** Either

- a) Graduation from high school or possession of a comparable diploma; or
- b) Two (2) years clerical experience; or
- c) An equivalent combination of training and experience as indicated in a) and b) above.

**\$18-\$24  
per hour**

**SUBSTITUTE**

**NON-  
COMPETITIVE**

**LOCATION:  
MULTIPLE DEPARTMENTS  
&  
LOCAL MUNICIPALITIES**

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THIS POSITION PLEASE VISIT  
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