

Notice of Vacancy

Keyboard Specialist

Temporary Assistance Unit

Full Time with Benefits

\$26,585

Summary of Duties:

The work involves responsibility for the performance of standardized clerical tasks and the full-time or substantial part-time operation of a computer for the entry and retrieval of information using software to produce printed material such as letters, memoranda and forms. Duties vary with the needs of the department. Procedures are usually fixed but detailed instructions are given for new or difficult assignments. Work is reviewed by direct observation, checking completed work, or other steps in the clerical process. Does related work as required.

Minimum Qualifications:

- a) Graduation from High School or possession of a high school equivalency diploma, including or supplemented by a course in typing or keyboarding; or
- b) Completion of a course in typing or keyboarding and two years of experience in a clerical position involving the operation of a typewriter or keyboard; or
- c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

A **provisional appointment** will be made with the examination to be held at a later date. Candidates must meet Civil Service Requirements for appointment following the establishment of an eligible list. **Candidates must be a Warren County resident.**

If you are interested in being considered please submit your letter of interest to:

**Maureen Schmidt, Commissioner, Department of Social Services
1340 State Route 9, Lake George, NY 12845**

Applications may be obtained from www.warrencountyny.gov/civilservice

Letters of interest and applications will be accepted through **November 22, 2017**

Warren County is an EOE/AA Employer