WARREN COUNTY CIVIL SERVICE ADMINISTRATION
NOTICE OF ANTICIPATED VACANCY

PRINCIPAL PERSONNEL CLERK
Full-Time with Benefits - Salary: $43,218

Warren County Civil Service Administration is seeking qualified candidates for the position of Principal Personnel Clerk. The Principal Personnel Clerk is responsible for independently overseeing and performing various complex transactional processes in the administration of Civil Service in Warren County. The position requires periodic Saturday work hours to administer or monitor civil service examinations.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

a) Bachelor's degree in Business Administration or Human Resources and one (1) year of paid experience involving 1) personnel transactions, 2) payroll transactions or 3) executive assistant responsibilities to an administrator, or

b) Associate's degree in Business Administration or Human Resources and three (3) years of paid experience involving 1) personnel transactions, 2) payroll transactions or 3) executive assistant responsibilities to an administrator, or

c) Five (5) years of paid experience involving 1) personnel transactions, 2) payroll transactions or 3) executive assistant responsibilities to an administrator.

The position will be filled based upon Civil Service requirements. A provisional appointment will be made with examination to be held at a later date. Candidates must be residents of Warren County or a contiguous county (Washington, Saratoga, Essex, and Hamilton) at the time of appointment.

Interested candidates may submit an Application and Resume by February 15, 2018 to:

Patricia C. Nenninger
Warren County Personnel Officer
1340 State Route 9
Lake George, New York 12845
nenningerp@warrencountyny.gov

Applications are available at www.warrencountyny.gov/civilservice or at the Office of Civil Service Administration.

Warren County is an Equal Opportunity/Affirmative Action Employer