

Sullivan County Department of Family Services is seeking a Records Management Clerk.

This position involves the performance of difficult clerical duties in support of the records management function performed by a municipal employer. The Records Management Clerk may travel to various work sites to perform assigned duties. The position will involve microfilming records including efforts to properly organize and prepare records for filming. Work is performed under general supervision in accordance with policies prescribed by the appointing authority and his or her designee.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of a high school equivalency diploma and two (2) years of clerical experience; or
- (B) Three (3) years of clerical experience.

SPECIAL REQUIREMENT FOR APPOINTMENT: *Possession of a valid New York State Driver's License or otherwise demonstrate ability to meet transportation needs of the position.*

Salary: New Hire Entry: \$ 32,177.00; Full \$33,871.00
County Employee after 2 Years: Entry: \$35,752.00; Full \$37,634.00

Please note that this position is a competitive class position which is subject to civil service examination.

Submit application and resume to Sullivan County Personnel Department, 100 North Street, Monticello, NY 12701;

Or apply online: www.sullivanny.us

Applications accepted until position is filled.

EEO/AA M/F/D/V