

The **Sullivan County Clerk's Office** is seeking to fill the following position:

COUNTY CLERK'S WORKER I TRAINEE

This is a one-year traineeship used to appoint individuals to an entry-level County Clerks Worker I position in either the County Clerk's Office or the Department of Motor Vehicles. A County Clerk's Worker I Trainee is responsible for participating in a continuous in-service training program involving the performance of clerical, recording, licensing, registration and enforcement activities conducted under the administration of the Sullivan County Clerk. The incumbent will train and work under direct supervision on a variety of routine assignments which are completed in accordance with defined procedures. Work is completed under direct supervision. The incumbent will perform related duties as required. Trainees with a minimum of twelve (12) months of satisfactory performance can be advanced to the title of County Clerk Worker I without further examination.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school, or possession of a high school equivalency diploma, and two (2) years of clerical experience, which shall have included at least one (1) year of typing or data entry; or
- (B) Four (4) years of clerical experience, including at least one (1) year of typing or data entry.

SPECIAL REQUIREMENT: Possession of a valid driver's license at time of appointment is required.

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

TO APPLY ONLINE, visit: <https://sullivan-portal.mycivilservice.com/jobopps>

This is a competitive class position subject to Civil Service examination.

EEO/AA EMPLOYER M/F/D/V