

The **Sullivan County Human Resources Department** is seeking to fill the following position:

HUMAN RESOURCES CLERK

This position involves the performance of office technical and clerical duties in both the Human Resources/Personnel/Civil Service Department and the Risk Management and Insurance Department. Work is performed under the general supervision of the Commissioner of Human Resources in accordance with established policies, with leeway permitted for the exercise of independent judgment.

MINIMUM QUALIFICATIONS: Either:

(A) Graduation from a regionally accredited college or university or one accredited by the

New York State Board of Regents with an Associate's Degree or higher; or

(B) Graduation from high school or possession of an equivalency diploma and two (2) years

of experience involving general office duties, including record keeping and direct public

contact work.

SPECIAL REQUIREMENT: Possession of a valid appropriate class driver's license.

SALARY: \$45,899.00

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

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

Applications accepted until position is filled.

EEO/AA Employer

M/F/D/V