

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

### **COUNTY CLERK'S WORKER I**

This is an entry level position in either the County Clerk's Office or the Department of Motor Vehicles. This position involves the performance of clerical, recording, licensing, registration and enforcement activities conducted under the administration of the Sullivan County Clerk. The incumbent works under direct supervision on routine assignments, which are done in accordance with defined procedures; detailed instructions are provided for new or unusual assignments. Work is reviewed by observation, cross-checks or by County Clerk's Worker II. This position differs from County Clerk's Worker II by virtue of the limited complexity of the work and lack of supervisory responsibility. Does related work as required.

#### **MINIMUM QUALIFICATIONS: Either:**

- (A) Graduation from high school or possession of a high school equivalency diploma and three (3) years of clerical experience, which shall have included at least one (1) year of typing or data entry; or
- (B) Five (5) years of clerical experience, including at least one (1) year of typing or data entry.

*REQUIREMENT: Possession of a valid driver's license at the time of appointment.*

**SALARY: Entry:** \$39,418.00; **Full:** \$41,493.00

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

**APPLY ONLINE AT:** <https://sullivan-portal.mycivilservice.com/jobopps>

Applications accepted until position is filled.

**EEO/AA Employer**

**M/F/D/V**