

Sullivan County Office for the Aging is seeking to fill the following position:

AGING SERVICES AIDE

This position involves the performance of routine duties in support of activities of an aging services office. Incumbents may be responsible for activities such as performing routine clerical functions, answering routine inquiries and assisting in operating the nutrition services program. Work is performed under general supervision and is carried out at the Office for the Aging offices and throughout the County, as needed.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of a high school equivalency diploma; or
- (B) One year of clerical experience or other experience involving interaction with the public.

NOTE: Must possess and maintain a valid Driver's License.

Salary – Entry: \$39,474.00 Full (after 6 months): \$41,552.00

TO APPLY, visit <https://sullivanportal.mycivilservice.com/jobopps>

Applications will be accepted until the position is filled.

EEO/AA Employer M/F/D/V