



**Department of Human Resources &
Civil Service**

7 Court Street
County Office Building, Rm 216
Belmont, New York 14813
Ph: (585) 268-9212
FAX: (585) 268-9742

TEMPORARY OPENING FOR
Office Aide

Salary range: \$11.80 ~ \$15.00/hr.

Allegany County is looking to temporarily fill multiple Office Aide positions. Typical work function will primarily be answering phones but could also assist in the clerical operation of an agency by performing routine tasks such as filing, acting as a receptionist, running errands, sorting mail, and light manual tasks such as organizing files, etc..

No experience required, but familiarity with our county government preferred.

MINIMUM QUALIFICATIONS:

None

Interested candidates may submit a complete Civil Service application to the Human Resource/Civil Service Department. There is no fee to apply.

ALLEGANY COUNTY CIVIL SERVICE DEPARTMENT