

ALLEGANY COUNTY DEPARTMENT OF
HUMAN RESOURCES/CIVIL SERVICE

7 Court Street, Room 216
Belmont, New York 14813
Telephone: 585-268-9212 Fax: 585-268-9742

Help Wanted

The Allegany County Health Department is hiring 4 (four) part-time* Office Aides. These positions may be required to work evenings and weekends.

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

This is a supportive position that provides assistance of a limited nature to a clerical staff. Work is performed under the direct supervision of a unit head or a higher clerical position.

Willingness to perform routine work; ability to understand and follow simple oral instructions.

MINIMUM QUALIFICATIONS: None

Interested candidates must submit a completed Civil Service application to the Human Resource/Civil Service Department.

*Approximately 21 hours per week

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