



PROVISIONAL OPENING FOR **Senior Clerk**

There is a **provisional opening in the Allegany County Employment & Training Department for a full time Senior Clerk.

Salary range: \$16.81 ~ \$19.68/hr.

This is difficult and varied clerical work requiring the exercise of independent judgment in the application of prescribed procedures and methods to routine cases. Depending upon the nature of the assignment, work may be done under close or general supervision. Supervision may be exercised over the work of one or more clerical assistants. Does related work as required.

Good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to understand and carry out complex oral and written directions; ability to get along with others; ability to meet and deal with the public; clerical aptitude, good judgment; neat appearance, tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (a) One year of experience in clerical work and graduation from high school or possession of a high school equivalency diploma; or
- (b) Four years of satisfactory full time paid clerical experience.

***** Residency -Candidates must be residents of Allegany County or a contiguous county for at least one month prior to the date of exam.***

Interested candidates may submit a complete Civil Service application to the Human Resource/Civil Service Department by October 1, 2019.

There is no fee at this time.

ALLEGANY COUNTY CIVIL SERVICE DEPARTMENT