

JOB OPPORTUNITY



WYOMING COUNTY DEPARTMENT OF HUMAN RESOURCES & CIVIL SERVICE

PLEASE POST CONSPICUOUSLY

WYOMING COUNTY DEPARTMENT OF HUMAN RESOURCES & CIVIL SERVICE ANNOUNCES
AN OPEN COMPETITIVE POSITION FOR

CLERK: DEPARTMENT OF SOCIAL SERVICES

HOURS: 8:30 A.M. – 4:30 P.M.
Full Time

SALARY: \$18.43 - \$20.04 per hour

LOCATION: Wyoming County Department of Social Services
P.O. BOX 231, Warsaw, New York 14569

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the performance of standard clerical tasks including the use of a personal computer and other office equipment. Specific duties vary with the needs of the department. Procedures are usually fixed, but detailed instructions are given for new or difficult assignments. Work is reviewed by direct observation, checking completed work, periodic or spot checks, cross-checking or other steps in the clerical process.

MINIMUM QUALIFICATIONS: Graduation from high school or high school equivalency diploma.

ISSUED: 11/18/2025

THE INCUMBENT WILL BE A PROVISIONAL APPOINTMENT.

NOTES:

COMPETITIVE

WYOMING COUNTY RESIDENTS MAY BE GIVEN FIRST PREFERENCE.

Wyoming County is an Equal Opportunity Employer

1. Candidates **MUST** submit a copy of transcripts showing degree area and date degree conferred with application.
2. Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/ U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.

NOTICE: *If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to the Human Resources Office.*

APPLICATIONS: Please note that your application will **NOT** be forwarded to the hiring manager until we have received the following information: Civil Service Application and any supporting documentation listed in the minimum qualifications; such as licenses, high school diploma, certificates, Associate's or Bachelor's degree, etc. Applications can be found on our website at <https://www.wyomingcountyny.gov/165/Applications-Forms>. You can complete your application online at the follow link: <https://www.wyomingcountyny.gov/FormCenter/Human-Resources-48/Application-for-Employment-190>. If you have any questions, or would like to email your application and additional documents please contact jschmidt@wyomingcountyny.gov or 585-786-8830.