



## OSWEGO COUNTY SENIOR TYPIST

Oswego County is collecting applications for Senior Typist to be considered for vacancies as they occur. This work involves the performance of moderately difficult duties involving the use of computers to produce correspondence, records, reports, tables, documents and other materials. The work is performed under the general supervision of a higher-level employee permitting the exercise of independent judgment in carrying out details of the work. Depending on the agency assignment, an incumbent may function as secretary to a department head. Specific instructions may be given for new or unusual assignments

**Qualifications:** Completion of 60 semester credit hours; **OR** Graduation from high school or possession of an equivalency diploma and two (2) years of experience in a clerical position involving typing or data entry; **OR** Three (3) years of clerical experience which involved typing or data entry.

This title has been approved to be filled without the need to take an exam for a limited period through the HELP Program. Candidates appointed permanently to this title will NOT need to take an exam and will remain in their position even when the HELP Program ends.

**Locations:** The following County Departments have Senior Typist positions. This does not imply there is a current opening in the department. **Please specify which department(s) you are interested in on page 1 of the online application, where indicated:** Buildings and Grounds, District Attorney, E-911, Health, Highway, Probation, Public Defender, Social Services and Workforce Development. If you are interested in all departments in which vacancies occur, please state "ALL".

**Pay Rate:** \$19.81 per hour plus competitive benefits package including: health, life, dental and vision insurance; NYS Retirement; and Public Service Loan Forgiveness Program.

**To Apply:** Review of applications will be conducted on a continuous basis. Please visit our website to complete an online application or submit a paper application to the address below.

Oswego County Human Resources Department  
46 East Bridge Street  
Oswego, New York 13126  
(315) 349-8209 Fax: (315) 349-8254  
Email: [humanresources@oswegocounty.com](mailto:humanresources@oswegocounty.com)  
Web: [www.oswegocounty.com/humanresources](http://www.oswegocounty.com/humanresources)

AA/EEO EMPLOYER