OSWEGO COUNTY
TYPIST

Oswego County is collecting applications for Typist to be considered for vacancies as they occur. This work involves the performance of a variety of clerical tasks involving the use of computers to produce correspondence, records, reports, tables, documents and other materials. 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 checking completed work, by periodic or spot checks, or other steps in the clerical process.

Qualifications: Graduation from high school or possession of an equivalency diploma; **OR** one (1) year 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 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***:* Office for the Aging, District Attorney, Health, Probation, Public Defender, Social Services, and Workforce Development. If you are interested in all departments in which vacancies occur, please state "ALL".

Pay Rate: $18.20 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
Web: www.oswegocounty.com/humanresources

AA/EEO EMPLOYER