

Town of Sterling

JOB POSTING

TITLE:

CLERK PT (TOWN OF STERLING)

JOB DESCRIPTION:

This is an entry-level position involving the performance of a variety of systemized clerical tasks. Incumbent performs routine clerical work and or assists in performing more difficult and responsible clerical work. For complete job description please visit: <http://www.cayugacounty.us/1496/Job-Specifications>

MINIMUM QUALIFICATIONS:

Graduation from high school (or higher level) or possession of a high school equivalency diploma.

COMPENSATION:

\$18.00 TO \$24.00 per hour

ADDITIONAL INFORMATION:

This position is to be trained by the Town Bookkeeper (6-10 hours) and work as needed for the Town.

APPLICATION DEADLINE:

July 15, 2019

HOW TO APPLY:

Applications must be submitted to Cayuga County Civil Service. To view the job posting and application instructions, please visit: <https://mycivilservice.cayugacounty.us/jobopps>