

GREENE COUNTY HUMAN RESOURCES

411 Main Street
Catskill, New York 12414
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NOTICE OF VACANCY

DEPARTMENT: SOCIAL SERVICES
JOB TITLE: CLERK TYPIST – Part Time
POSTING DATE: APRIL 8, 2016
DEADLINE: APRIL 14, 2016

This is a **part time** position. Interested applicants must currently have **permanent** Civil Service status as a **Clerk Typist** within Greene County.

Applicants should submit a letter of interest to the Greene County Human Resources Department at 411 Main Street, Catskill, New York 12414 or at hr@discovergreene.com.

NOTE:

Applicants or eligibles for original appointment to positions in the classified service in Greene County Government that receive a conditional offer of employment must successfully pass a drug screen and back ground check.

Special Requirement: If this position requires a driver's license, possession of a valid New York State Driver's license is required at time of appointment and this license must be maintained throughout employment.