

HERKIMER COUNTY

JOB OPENING

Department: Social Services

Title: Clerk (HELP Program)
Permanent Opening, Full Time Position (2)

Salary: \$33,791.00 (2025 base pay rate)

DISTINGUISHING FEATURES OF THE CLASS: This work involves performing routine clerical duties or assisting in the performance of more difficult or responsible clerical work. The work is performed under direct supervision permitting some exercise of independent judgment in carrying out the details of the work. Detailed instructions may be given for new or difficult assignments. The incumbent does related work as required.

MINIMUM QUALIFICATIONS/ACCEPTABLE TRAINING AND EXPERIENCE:

Either:

(A) Graduation from high school or the possession of a high school equivalency diploma;

Or: **(B)** Two years of experience in a clerical position;

Or: **(C)** An equivalent combination of training and experience as defined by the limits of (A) and (B).

CONTACT

for further information: Timothy Seymour, Commissioner of Social Services
Herkimer County Department of Social Services
301 N. Washington Street, Ste 2110
Herkimer, NY 13350
315-867-1222

Please Post for 10 Working Days (6/27/2025 through 7/14/2025)