



**Ontario County Department of Human Resources**  
**3019 County Complex Drive**  
**Canandaigua, NY 14424**  
[www.co.ontario.ny.us](http://www.co.ontario.ny.us) ~ ~ (585) 396-4465

*Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful*

*Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community*

## JOB OPENING NOTICE

**JOB POSTING #:** \_\_\_\_\_ **POSTING DATE\*:** FROM: \_\_\_\_\_ TO: \_\_\_\_\_

**JOB TITLE:** \_\_\_\_\_

**RATE OF PAY:** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_

### MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

**APPLICATION DEADLINE / LAST FILING DATE\*:** \_\_\_\_\_

\* Last filing date established for an announced exam always supersedes posting date.

**HOW TO APPLY:** Visit [www.co.ontario.ny.us/humanresources](http://www.co.ontario.ny.us/humanresources) or the Department of Human Resources to receive additional information and for the Application for Employment or Examination. Completed applications can be delivered personally or mailed to the address above.

Include the Job Title and Job Posting Number on the application.

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*Ontario County is an Equal Opportunity Employer and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status, disabilities or, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.*