



Ontario County Department of Human Resources
3019 County Complex Drive
Canandaigua, NY 14424
www.ontariocountyny.gov ~ ~ (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 #: 22-045 **POSTING DATE*:** FROM: 8/10/22 TO: Filled _____

JOB TITLE: Clerk, Part-Time

RATE OF PAY: 2022 STARTING \$ 15.74/HR

LOCATION: ONTARIO COUNTY RECORDS AND ARCHIVES

*** This is a part-time position to be filled no earlier than October 1, 2022.**

MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

Either:

1. Graduation from high school or possession of a high school equivalency diploma; or
2. One (1) year of full-time paid, or its part-time equivalent, business office clerical work experience.

APPLICATION DEADLINE / LAST FILING DATE*: _____ Filled _____

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

HOW TO APPLY: All applications must be received through the [Ontario County Civil Service Employment Portal](#).

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.