

# THE HELP PROGRAM

HIRING EMERGENCY LIMITED  
PLACEMENT



## CONTACT

ONTARIO COUNTY HUMAN RESOURCES  
FOR MORE INFORMATION



(585) 396-4465

## EMPLOYEES HIRED UNDER THE HELP PROGRAM:

- Must meet the minimum qualifications of the position for which they are applying and any other conditions of employment.
- Will be eligible for permanent appointment after completing a one-year probationary period and will be granted non-competitive status after successful completion of the probationary period.

## WE OFFER:

- Excellent benefits and tuition assistance programs.
- Paid holidays. New employees start with five additional vacation days.
- Regular raises.

*This temporary program allows for a waiver of Civil Service Examinations for certain titles, in an effort to get qualified candidates quickly into vacant positions.*

## WE'RE HIRING:

### SENIOR CLERK ONTARIO COUNTY PUBLIC HEALTH OFFICE

*Starting 2025 Salary: \$48,574.50/yr (\$24.91/hr).*

QUALIFICATIONS: County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

MINIMUM QUALIFICATIONS: Either:

1. Possession of an Associate's degree, or higher; OR
2. Graduation from high school or possession of a high school equivalency diploma AND two (2) years full-time paid, or its part-time equivalent, experience providing clerical office support.

**FEATURES OF THE POSITION:** This is moderately complex and varied clerical work requiring a general understanding of laws, administrative rules, procedures, and policies appropriate for the Appointing Authority. It calls for the exercise of independent judgment in the application of prescribed procedures and methods to routine cases. For the most part work is performed under general supervision. Oversight of the work performed by lower-level employees may be assigned to a Senior Clerk. Does related work as required.

[www.ontariocountyny.gov](http://www.ontariocountyny.gov)

**APPLY TODAY!**

