

HOT JOBS

Personnel Assistant *Sullivan County * Monticello, NY

Overview: SULLIVAN COUNTY is seeking an individual to assist the Personnel Officer in the administration of the governmental personnel programs by performing field and office technical and clerical functions.

Qualifications: Either:

(A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents with an Associate's Degree or higher; or

(B) Graduation from high school or possession of an equivalency diploma and two (2) years of experience involving general office duties, including record keeping and direct public contact work.

SPECIAL REQUIREMENT: Possession of a valid appropriate class driver's license. Position is subject to Civil Service Exam.

Apply online: www.SullivanNY.us