

CHENANGO COUNTY VACANCY NOTICE

Job Title:	PROGRAM AIDE PART-TIME
Location of Position:	Chenango County Area Agency on Aging
Hours per week:	19 hours per week or less
Responsibilities/Duties:	Incumbant will be working with agency staff on gathering data and reporting information required by the State, updating and maintaining the statewide resource directory, assist staff with program specific events to educate the public whether it be through phone calls developing flyers and other forms of advertisements. A candidate should have good time management, organizational skills and computer knowledge.
Minimum Qualifications:	Applicants must possess a high school diploma or GED and EITHER two years of full-time paid office clerical experience or its' part-time equivalent; or possession of 30 college credits and one year of full-time paid office clerical experience or its' part-time equivalent.
Salary:	\$14.54 per hour
Starting Date:	Immediate opening
To Apply:	For applications, contact the Chenango County Personnel Department at (607) 337-1470 or visit www.co.chenango.ny.us/personnel
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