

PART-TIME PROGRAM AIDE

The Chenango County Probation Department has an immediate opening for a part-time Program Aide. The incumbent will be responsible for performing clerical support tasks for the department. Typing, data entry and skill in using a computer is required.

To qualify candidates 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.

The position starts at \$13.94 per hr. Successful completion of a civil service test held at a later date will be required for permanent appointment. For applications or additional information contact the Chenango County Personnel Office at (607) 337-1470 or visit www.co.chenango.ny.us. EEOE M/F/H/V