

CHENANGO COUNTY VACANCY NOTICE

Job Title:	PROGRAM AIDE PART-TIME
Location of Position:	Chenango County Probation Department
Hours per week:	19 hours per week or less
Responsibilities/Duties:	Provides program information, completes required forms and other paperwork, maintains client and program records, and communicates with service providers, other agencies and clients and families. Incumbents operate a personal computer in the performance of their duties.
Minimum Qualifications:	<p>Graduation from high school or possession of a high school equivalency diploma and either:</p> <p>(A) Two years of full-time paid office clerical experience or its part-time equivalent; OR</p> <p>(B) One year of full-time paid office clerical experience or its part-time equivalent and successful completion of at least 30 semester credit hours from a regionally accredited college or university or accredited by the New York State Board of Regents to grant degrees; OR</p> <p>(C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.</p>
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
<p>Chenango County is an Equal Opportunity/Affirmative Action employer and does not discriminate on the basis of one's race, including hairstyles or traits associated with race, creed, color, national origin, age, sex, religion, disability, sexual orientation, gender identity or expression, marital status, military status, familial status, domestic violence victim status, predisposing genetic characteristics, prior arrest or conviction record, reproductive health decision making, or any other status protected by State or Federal Law.</p>	
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