

CLERK

Jefferson County is currently seeking a Clerk to fill a vacancy at the Sheriff's Department. Job duties to include: Reviewing documents for accuracy and completeness, log receipt of various documents and data entry. Minimum Qualifications: Graduation from high school or GED; or one year of clerical experience.

Starting salary \$17.66/hr. with excellent fringe benefits including health insurance & NYS Retirement. Civil Service exam required for permanent appointment.

Send application to: Jefferson County Department of Human Resources 175 Arsenal Street, Watertown, NY 13601 or apply on our website at: <https://jefferson-portal.mycivilservice.com/>.
Deadline for applications: June 30, 2023. EOE