

May 16, 2024

VACANCY ANNOUNCEMENT

ASSISTANT OFFSET PRINTING MACHINE OPERATOR- At present, one vacancy exists for the position of Assistant Offset Printing Machine Operator within the Jefferson County Purchasing Department. This position is 35 hours per week on the day shift. The salary for this position is \$19.56/hour.

MINIMUM QUALIFICATIONS:

- (A) Completion of two years (60 semester credit hours) of study in a regionally accredited or New York State registered college or university; or
- (B) Graduation from high school or possession of a high school equivalency diploma and two years of clerical experience in an office that involved the operation of offset duplicating machines or copy machines; or
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENT: Appointees will be required to possess a valid license to operate a motor vehicle in New York State and maintain a valid license throughout employment.

Interested applicants must file an application with the Jefferson County Department of Human Services, 175 Arsenal St., Watertown, NY 13601 prior to 5:00 pm on Thursday, May 30, 2024.


Michael Bagley
Purchasing Agent
Jefferson County

cc: Valerie Nugent, Director of Human Resources
Brenda Harwood, CSEA Representative