

## Typist

Jefferson County is currently seeking a Typist to fill a vacancy in the Office for the Aging Department. Job duties to include but not limited to screening callers or visitors to determine the nature of the inquiry and answers questions on established policies and procedures. Minimum Qualifications: Graduation from high school or GED; or one year clerical experience involving typing.

Starting salary \$14.98/hr. (2019 rate) 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. For an application or to apply online please visit our website at: [www.co.jefferson.ny.us](http://www.co.jefferson.ny.us). Deadline for applications: October 4, 2019. EOE