

Essex County Announces

Vacancy for the position of Data Collector

Essex County does not Discriminate the Handicapped in Employment or the Provision of Services
Essex County is an Equal Opportunity Employer

For further information contact
ESSEX COUNTY DEPARTMENT OF PERSONNEL AND CIVIL SERVICE
Essex County Government Center
7551 Court Street - P.O. Box 217
Elizabethtown, New York 12932 Tel: 873-3360
www.essex.ny.us/jobs.asp

VACANCY: Essex County Department of Emergency Services

SALARY: \$19.89/Hr.

****Current employee hired PRIOR to 2009, please contact the Personnel Office for rate of pay****

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing duties in conjunction with the E-911 Coordinator. The incumbent obtains data, road, and address information necessary for the implementation of the E-911 system. The work is performed under general supervision in accordance with established procedures. Employees are allowed leeway for exercise of independent judgment when performing the required duties. The incumbent does related work as required.

MINIMUM QUALIFICATIONS: Either:

- a) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree and one year of clerical experience; or
- b) Graduation from high school or possession of a high school equivalency diploma and three years of paid clerical experience; or
- c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATION:

Possession of a valid New York State Motor Vehicle License.

**LAST DATE TO SUBMIT APPLICATIONS FOR PROVISIONAL APPOINTMENT IS
DECEMBER 13TH, 2021**

QUALIFIED CANDIDATES WILL BE SUBJECT TO A CIVIL SERVICE EXAMINATION TO BE ANNOUNCED AT A LATER DATE. APPLICATIONS WILL BE ACCEPTED UNTIL THE ANNOUNCED CLOSING DATE FOR THE EXAMINATION. PERSONS SEEKING EMPLOYMENT WITH ESSEX COUNTY SHALL BE REQUIRED TO SUBMIT TO FINGERPRINT BACKGROUND CHECK, DRUG AND ALCOHOL SCREENING AND TESTING, AS WELL AS A PRE-EMPLOYMENT PHYSICAL. FOR APPLICATIONS AND INFORMATION, CONTACT THE ESSEX COUNTY DEPARTMENT OF PERSONNEL AND CIVIL SERVICE, ELIZABETHTOWN, NY 12932.

12/03/2021