



**Department of Human Resources &
Civil Service**

7 Court Street
County Office Building, Rm 216
Belmont, New York 14813
Ph: (585) 268-9212
FAX: (585) 268-9742

Planning

Part time / Temporary Office Aides

The Department of Planning has openings for 4 (four) part-time/ temporary Office Aide positions. Rate of pay \$13.20/per hour.

This is a supportive position that provides assistance of a limited nature to clerical staff as well as being an ambassador of tourism for Allegany County at various events in and outside of the county during the summer and fall of 2022.

Events will be on weekends except the Allegany County Fair and Erie County Fair which will include weekday work.

Knowledge of the county tourism, cultural assets and history is a plus.

Special requirements include driving and the ability to lift at least 30lbs.

Interested candidates may submit a complete Civil Service application to the Human Resource/Civil Service Department, 7 Court St., Room 216, Belmont, NY 14813. No fee is required.

ALLEGANY COUNTY CIVIL SERVICE DEPARTMENT