



**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

TEMPORARY OPENINGS
for Office Aides

Salary range: \$15 ~ \$17 /hr.

Allegany County is looking to temporarily fill multiple Office Aide positions in the following departments:

- Planning Department
- Public Defender's Office

These are supportive positions that provide assistance of a limited nature to clerical staff, such as filing, answering phones, sorting mail, and other related work as required. Work is performed under the direct supervision of a unit head of a higher clerical position.

MINIMUM QUALIFICATIONS:

None

Interested candidates may submit a complete Civil Service application to the Human Resource/Civil Service Department.

There is no fee to apply.

ALLEGANY COUNTY CIVIL SERVICE DEPARTMENT