



**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 OPENING  
for Office Aide**

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

Allegany County is looking to temporarily fill an Office Aide position in the Public Defender's Office.

This is a supportive position 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