

St. Lawrence County Government  
Position Advertisement Form

St. Lawrence County Human Resources Department is in search of:

**Human Resource Aide**

2019 Base Salary: \$37,099 with excellent benefits

This is specialized clerical work involving responsibility for the maintenance of civil service and personnel records and the processing of civil service and personnel forms. Work includes the skilled operation of a personal computer and office equipment. The work is performed under the general supervision of professional staff in accordance with prescribed procedures. Some latitude is allowed for the exercise of independent judgment in carrying out the details of the work. The incumbent does related work as required.

**MINIMUM QUALIFICATIONS:**

- (A) Graduation from a regionally accredited or New York State registered college with an Bachelor's Degree in Human Resources, Public Administration or closely related field; **OR**
- (B) Graduation from a regionally accredited or New York State registered college with an Associate's Degree in Human Resources, Public Administration or closely related field **AND** two (2) years of clerical experience, one (1) of which must have involved personnel administration in either the public or private sector; **OR**
- (C) Graduation from high school, possession of a high school equivalency diploma or possession of an Individual Education Plan Diploma **AND** three (3) years of clerical experience, two (2) of which must have involved personnel administration in either the public or private sector.

**Note:** Personnel Administration includes activities in areas such as: benefit administration, personnel file maintenance, civil service examination, new employee orientation etc. or support of these functions in a Human Resources Department setting.

**This is a provisional appointment. The successful applicant will need to take a civil service examination and score within the top three interested candidates in order to be permanently appointed.**

Applications received until the position is filled. Send application resume to:

Human Resources Office  
48 Court Street  
Canton, NY 13617

Applications can be obtained from the county's website, [www.slcpersonnel.org](http://www.slcpersonnel.org) or by contacting the Human Resources Office at (315)379-2210. **AA/EEO.**