

St. Lawrence County Government  
Position Advertisement Form

St. Lawrence County Department of Social Services is in search of:

**Keyboard Specialist (Temporary Full Time)**

**Salary:** \$35,316/yr

The work involves the performance of a variety of standardized clerical tasks and the full-time or substantial part-time operation of equipment requiring the manipulating of an alphanumeric keyboard to produce printed copy. Specific duties vary with the needs of the department. Procedures are usually fixed but detailed instructions are given for new or difficult assignments. Work is reviewed by checking completed work, by periodic or spot checks, or other steps in the clerical process. The incumbent does related work as required.

**MINIMUM QUALIFICATIONS:** Graduation from high school, possession of a high school equivalency diploma, or possession of an Individual Education Plan diploma.

Applications accepted until position has been filled. Send application/resume to:

St. Lawrence County Human Resources Office  
48 Court Street  
Canton, NY 13617

Applications can be obtained from the St. Lawrence County's website,  
<https://stlawco.org/Departments/HumanResources> or by contacting Human Resources

(315)379-2210.

**AA/EEO**

03/23/2022