

# ERIE COUNTY DEPARTMENT OF MENTAL HEALTH

## VACANCY NOTICE

**DEPARTMENT:** Mental Health – Forensic Mental Health  
**TITLE OF POSITION:** Senior Clerk Typist  
**TYPE OF POSITION:** Provisional (permanency pending civil service exam)  
**EXAM TYPE:** Open Competitive (open to the public, exam required)  
**LOCATION:** 120 West Eagle Street, Buffalo  
**SHIFT:** Monday – Friday, Days  
**SALARY:** Starts at \$39,691 Annually  
**POSTING DATES:** May 16, 2023 – May 30, 2023

**\* The person hired for this position will have to take a civil service examination and attain a score that is reachable under NYS civil service law. \***

The work involves the performance of typing and varied duties of a moderately difficult nature. This class differs from that of Clerk Typist by virtue of the more difficult and varied nature of the work performed and by the independent judgment in the application of established procedures and methods that is exercised by the incumbent. Work is performed under the general or direct supervision of a higher ranking employee, depending on the nature of the assignment. Supervision may be exercised over one or more clerical assistants. Does related work as required.

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma, including or supplemented by a course in typing (see Note 1) and one (1) year of office clerical experience (see Notes 2 & 3).

NOTE 1: One year of office clerical experience, which included typing, may be substituted for the required typing course.

NOTE 2: Completion of a one (1) year or longer post high school secretarial course, which included typing, may be substituted for the required experience. Additional office clerical experience which included typing, may be substituted for the required experience. Additional office clerical experience which included typing, beyond the one year requirement, may be substituted for high school on a year- for- year basis.

NOTE 3: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

### **SPECIAL REQUIREMENTS:**

Applicants for designated positions in the Department of Social Services that may have access to federal tax information to perform his/her job duties shall be subject to a suitability background check investigation, including FBI fingerprinting, local law enforcement check, and verification check of citizenship/residency. A criminal record does not necessarily disqualify applicants from employment, rather an individualized determination will be made. The cost of the background check will be assumed by the Department of Social Services.

**Candidates must be legal residents of Erie County at the time of Provisional appointment,  
for at least one month immediately preceding the date of the written test, AND  
at the time of Permanent appointment.**

**THIS NOTICE WILL BE POSTED FOR THE PERIOD  
THROUGH AND INCLUDING**

**MAY 16, 2023  
MAY 30, 2023**

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To apply for this position, please e-mail your resume to be **received by 4:00pm on May 30, 2023** to

**Shannon.Stocker@erie.gov**

or mail your resume to:

Erie County Department of Mental Health

95 Franklin Street, Room 1237

Buffalo, NY 14202

Attn: Shannon Stocker

**Resumes received after 4:00pm on May 30, 2023 will not be considered.**

**Only those whose resumes are being considered will be contacted.**

Erie County is an Equal Opportunity Employer.