

MECHANICVILLE CIVIL SERVICE COMMISSION
4 Industrial Park Road
Mechanicville, NY 12118

Civil Service is seeking an individual for the position of temporary (PT) Clerk. This position may lead into a PT position of Secretary to the Civil Service Commission (Exempt classification).

Candidates who are interested must meet the following requirements:

- A. Graduation from high school or possession of a high school equivalency diploma; or
- B. Two years of clerical experience; or
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B).

If interested please fill out an application and return to the Civil Service Office by Friday, November 26.

For further information please contact Dawn Sweeney at (518) 664-7171 ext. 107 or email resume to dawn.sweeney@mechanicvilleny.gov