



# CATTARAUGUS COUNTY CIVIL SERVICE

## HUMAN RESOURCES DEPARTMENT

303 Court Street \* Little Valley, NY 14755 \* (716) 938-2281 \* FAX (716) 938-2759

Kristine M. Phinney, Personnel Officer

### PERSONNEL SCHEDULER (Full Time)

#### Informational Posting

Department of Nursing Homes

2245 West State Street

Olean, NY

<u>Title</u>	<u>No. Positions</u>	<u>Salary</u>
Personnel Scheduler	1	\$25.41-\$27.67 per hour
Full Time		Grade 14 – Supervisory Bargaining Unit

**Location:** Olean Campus

The work is clerical in nature and primarily involves developing tri-weekly work schedules to assure adequate numbers of registered nurses, licensed practical nurses, certified nurse aides, and other personnel are assigned to each patient care unit, twenty-four hours a day, seven days a week, throughout the year, in order to provide adequate staff to care for nursing home residents. The work is unusual in that an incumbent must administer various provisions of collective bargaining agreements dealing with staffing and attendance and cope with controversies that may arise. The work is performed under the general supervision of a Director of Nursing Services. A Personnel Scheduler does related work as required.

#### Minimum Qualifications:

Graduation from high school or possession of a high school equivalency diploma or one year of clerical office experience and; either

- A) Successful completion of a course involving the use of personal computers; OR
- B) Three months experience in a clerical position which regularly required a candidate to utilize word processing or personal computer equipment to produce printed copy; OR
- C) Knowledge of personal computer equipment, operations, and functions.

**Interested applicants must complete a Civil Service Application and submit it prior to 11:59pm on February 12, 2026.**

Apply online at the Cattaraugus County website: [www.cattco.org/jobs](http://www.cattco.org/jobs).

If submitting a paper application, mail to:

Kelly Reed, Acting Director

Department of Nursing Homes

2245 West State Street

Olean, NY 14760

Applications are available at the Cattaraugus County website: <https://cattco-portal.mycivilservice.com>.

**Cattaraugus County - an Equal Opportunity Employer**

**Issued: February 5, 2026**

