



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

RESIDENT SERVICES CLERK

INFORMATIONAL POSTING

Department of Nursing Homes

The Pines - Olean

2245 W. State Street

Olean, NY 14760

<u>Title</u>	<u>No. Positions</u>	<u>Salary</u>
Resident Services Clerk*	1 \$21.01 per hour	Grade 14- General Unit

This work is clerical in nature with additional responsibilities of performing assigned tasks in assisting professional staff accomplish administrative functions associated with patient/resident care in a health care facility. Work is performed under general supervision with leeway allowed for the use of independent judgement in resolving problems in accordance with established policy. A Resident Services Clerk does related work as required.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

1. One (1) year of clerical experience; OR
2. One (1) year experience providing patient/resident services in a health care facility or agency.

NOTE: Successful completion of one (1) year of coursework involving medical secretarial skills from a college or university may be substituted for the above experience.

Your coursework must have been completed at a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your coursework was at an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the New York State Civil Service website. You must pay the required evaluation fee.

***This title has been approved without the need to take an exam through the Hiring Emergency Limited Placement Program (HELP) of the NYS Department of Civil Service. Candidates appointed permanently to this title will NOT need to take an exam and will remain in their position even when the HELP Program ends.**

Interested applicants must complete a Civil Service Application and submit it prior to 11:59pm on September 25, 2026 to:

Cattaraugus County Civil Service

303 Court Street

Little Valley, NY 14755

Applications are available at the Cattaraugus County website: www.cattco.gov/jobs.

Cattaraugus County - an Equal Opportunity Employer

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