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

RECORDS & INVENTORY CLERK (Part Time)

County Clerk

303 Court Street

Little Valley, NY 14755

Title	No. Positions	Salary
Records & Inventory Clerk	1	Grade 15: $18.61 per hour
		Part-time Bargaining Unit

This is a responsible position primarily involving the storage, retrieval, scanning and disposition of records. An incumbent also stores and accounts for inventories of expendable supplies. This position differs from other clerical positions by virtue of the fact that an incumbent must engage in various manual tasks in storing, moving and retrieving records and supply items. Duties are performed in accordance with local, state and federal rules and guidelines. The work is performed under general supervision. A Records and Inventory Clerk does related work as required.

Minimum Qualifications:

Working knowledge of office procedures, record storage practices, terminology, principles and techniques; working knowledge of business arithmetic and English; clerical aptitude; ability to read and apply rules governing records management; ability to organize and file a large volume of records efficiently an accurately; ability to follow oral and written instructions; ability to bend, lift, climb, stand and walk for extended periods of time; physical condition sufficient to perform the essential functions of the position.

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

SPECIAL REQUIREMENT: In jurisdictions where required, possession and maintenance of a NYS driver's license.

***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 October 15, 2026 to:

Cattaraugus County Civil Service

303 Court Street

Little Valley, NY 14755

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

Cattaraugus County - an Equal Opportunity Employer

Issued: October 7, 2026