

SENIOR STENOGRAPHER (Legislature)

One (1) Part-Time position @ 17 Hrs./Wk.

Salary: \$18.15 - \$19.21/hour

No Benefits

Chautauqua County's Legislature is accepting applications for the position of Senior Stenographer. This position will work primarily out of the Mayville, NY office. This is important clerical work involving responsibility for the performance of a number of varied stenographic and clerical tasks requiring the exercise of independent judgment and a general understanding of department procedures and policies. The work is performed under supervision and involves regular contact with other persons within the department, between bureaus and divisions, or the general public on routine matters requiring only ordinary courtesy and tact. The selected candidate will be required to attend and record all legislative committee meetings. This position is in the Unclassified Service and will be filled from among the candidates who complete an application for Examination or Employment as listed below.

Interested Candidates must complete the Chautauqua County Application for Examination/Employment (available on this Website) and send it to:

Chautauqua County Department of Human Resources
Gerace Office Building, Room 144
3 North Erie Street
Mayville, NY 14757

Equal Opportunity Employer