

The Onondaga County Department of Social Services-Economic Security is currently accepting applications for the position of:

Seasonal Aide

Location: John H. Mulroy Civic Center
421 Montgomery Street
Syracuse, NY 13202

Salary: \$15.00/hr.

Hours of work: 35 hours per week, Monday through Friday, 8:00 am to 4:00 pm or 8:30 am to 4:30 pm, based on operational need

Official job description, including minimum qualifications, can be found on the Personnel page at www.ongov.net. Applicants must submit a completed Onondaga County application, which can be found on the Personnel page at www.ongov.net.

Name and Address where Applications/Resumes should be directed:

Jennifer Robinson, Executive Deputy Commissioner
421 Montgomery Street
3rd Floor
Syracuse, NY 13202

The Onondaga County Department of Social Services-Economic Security is seeking candidates for the position of Seasonal Aide. The work involves responsibility for reception desk coverage, which includes daily client interaction; clerical work such as data entry, scanning and tasking electronic documents; distribution and processing of received mail and faxes; answering telephones, and interaction with the public and with local agencies. Also involves gathering relevant information for program eligibility determinations. This is a busy, fast paced work environment which is regulated by the New York State Office of Temporary and Disability Assistance.

MINIMUM QUALIFICATIONS:

None.

Onondaga County is an Affirmative Action/Equal Opportunity Employer