



SENECA COUNTY

AN EQUAL OPPORTUNITY EMPLOYER

CIVIL SERVICE OPPORTUNITIES



**Data Entry Machine Operator –
Part Time
Stop DWI Department
\$14.57/hr.**

**** Vacancy will be filled using the civil service list for Data Entry Machine Operator. Please scroll down to the **Continuous Recruitment Examination** section and submit an employment application to the application portal to participate in the examination, which is held by appointment in the Seneca County Personnel Office.****

This is a part time position offering no health insurance benefits

RESIDENCY:

Seneca County has a residency requirement that an applicant must be a resident of Seneca County or one of the six contiguous counties (Cayuga, Ontario, Schuyler, Tompkins, Wayne and Yates) for one month to be eligible for appointment.

MINIMUM QUALIFICATIONS: Either:

Graduation from high school or possession of an equivalency diploma and either:

- (A) Six months or experience in the operation of a data entry or key punch machine; or
- (B) Satisfactory completion of a course in data entry or key punch machine operation; or
- (C) One year of experience in typing; or
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B) or (C).

Please apply online at <https://seneca-portal.mycivilservice.com/jobops>

**Applications Accepted Continually:
For current vacancy applications
must be submitted by 1/31/19**

**** The Data Entry Machine Operator examination is given on a continual basis by appointment in the Personnel Office to approved candidates. All approved applicants are given the opportunity to participate in this examination.****