

MADISON COUNTY DEPARTMENT OF PERSONNEL/CIVIL SERVICE



COUNTY OFFICE BUILDING
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VACANCY ANNOUNCEMENT

GEOGRAPHIC INFORMATION SYSTEM AIDE

Geographic Information System Aide sought for full-time position with the Madison County Treasurer's Office, Real Property Division. This position involves responsibility for assisting in the effective operation and maintenance of the Geographic Information System. The work requires the accurate plotting and mapping of property lines on a tax map. The incumbent does related work as required.

Minimum Qualifications: Graduation from high school or possession of a high school equivalency diploma and one year of full-time paid general clerical experience, or its part-time equivalent, which shall have involved the operation of a personal computer and related peripheral equipment.

NOTE: Study in a regionally accredited or New York State registered college with a concentration in Business Administration, Secretarial Science or closely related field, may be substituted for the experience on a year-for-year basis.

1/1/16 Hourly Rate: \$14.95/hr (37.5 hours/week). Please send cover letter and resume by December 31, 2015 to: Madison County Personnel Department, P.O. Box 636, Wampsville, NY 13163. EOE