

Nassau County Department of Social Services is seeking candidates for the position of  
**Clerk-Typist I, Seasonal**

Position runs from 10/14/2026 through 4/16/2027

Job Description

Assists Social Welfare Examiners during the winter home heating season by providing clerical support services; clerical duties include; staffing DSS HEAP emergency telephone lines, maintaining telephone logs, responding to telephone requests for applications by mailing applications, general filing, performing a variety of arithmetical computations, and comparing & transferring clerical data.

Sorts, reviews, and examines documents, forms, applications & records for completeness, accuracy, and validity.

Handles mail-out program for HEAP auto-pay process; corrects vendor information in department's WMS computer system.

Operates standard office equipment requiring no previous training, such as computer terminal, printer, and photocopier.

Performs related clerical duties as required.

There is a one-day paid mandated training on October 14, 2026 – 9:00am - 4:00pm  
Location: Hilton Hotel – Melville, NY.

Hours: Monday thru Friday 9:00am – 5:00pm

Hourly rate of pay: \$ 17.86

Location: Nassau County Department of Social Services  
60 Charles Lindbergh Blvd.  
Uniondale, NY 11553

Please submit letter of interest and resume by email to - [DSSHRandPayroll@hhsnassaucountyny.us](mailto:DSSHRandPayroll@hhsnassaucountyny.us)  
OR fax to 516-227-8580

EOE/MFDV

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