

NOTICE OF VACANCY

DEPARTMENT: Public Health
TITLE: Administrative Assistant
GRADE/SALARY: 19W - \$16.68 per hour

THIS IS A TEMPORARY POSITION.

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class is responsible for the performance of a variety of administrative and management functions designed to free the attention of the department head/supervisor for other technical, planning, and policy matters. The incumbent performs related work as required.

MINIMUM QUALIFICATIONS: Candidates must meet the minimum qualifications at time of application.

Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree **AND** two (2) years of experience in the support of an administrator*; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** four (4) years of experience, as outlined in (B) above.

*Administrative support may include tasks such as planning management activities, ordering office supplies or inventory, preparation of reports, producing and distributing various types of correspondence, budget preparation, maintaining contact lists and/or spreadsheets, project management, and other closely related activities.

NOTES:

1. Candidates **MUST** submit with application a copy of transcripts showing degree area and date degree conferred, if qualifying under (A) or (B).
2. Verifiable part-time experience as described in (B) above will be pro-rated toward meeting full-time experience requirements.
3. A certificate issued by a regionally accredited or New York State registered college in Medical Transcription, Small Business Administration, Communication Skills, Finance, Insurance, Managerial Accounting, Medical Assistant, Supervisory Management, or closely related field, may be substituted for one (1) year of experience.

HOW TO APPLY: Go to <https://oneida-portal.mycivilservice.com/jobopps>.

If you do not have internet access, paper applications can be picked up in the Personnel Department on 6th Floor of the Oneida County Office Building. You may also request a paper application to be mailed to you by calling 315-798-5726. Completed applications can be mailed or hand-delivered to the address printed on the top of the application.

APPLICATIONS MUST BE RECEIVED NO LATER THAN: Until the position is filled.

****Oneida County is an equal opportunity employer****