

NOTICE OF VACANCY

DEPARTMENT: Family and Community Services
TITLE: Senior Administrative Assistant
GRADE/SALARY: 21W - \$32,700 plus Excellent Benefits

THIS IS A COMPETITIVE CIVIL SERVICE POSITION.

DISTINGUISHING FEATURES OF THE CLASS: This position involves being able to manage an office and do liaison work. The incumbent is responsible for the planning and coordinating of the technical activities of a large department or major unit. The work includes making determinations on a wide variety of administrative problems relating to personnel administration, fiscal management, methods analysis, and training. The incumbent collects information and data for administrative studies and makes recommendations where appropriate. This position differs from that of an Administrative Assistant in that it calls for wider latitude in the exercise of independent judgment. In addition, the extent of liaison and advisory responsibilities can be more complex if the program managed is located in a large department. The work is performed under the general supervision of the department head or other administrator. Supervision is exercised over subordinate clerical staff. 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 and one (1) year of experience *in the support of an administrator; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree **AND** three (3) years of experience *in the support of an administrator; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** five (5) years of experience, as outlined in (B) above.

Equivalency: A certificate issued by a regionally accredited or New York State registered college in Medical Transcriptionist, 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

***Definition-Support of an Administrator-**may involve participation in office management; budget preparation and/or monitoring; personnel; administrative analysis, involvement in the development and/or review of program practices and procedures; evaluating program operations; participation in planning, management activities; purchasing; public relations; or other related activities.

NOTES:

- 1. Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.
- 2. Candidate must submit a copy of transcripts showing degree area and date degree conferred or a copy of diploma with application if qualifying under (A) or (B).

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: 06/29/2021

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

06/08/2021