



# ONEIDA COUNTY GOVERNMENT NOTICE OF VACANCY

**DEPARTMENT:** Family and Community Services

**CIVIL SERVICE TITLE:** Administrative Assistant (NYHELP Program)

**CLASSIFICATION TYPE:** Non-Competitive

**SALARY (GRADE):** \$40,042 (21W) Plus Excellent Benefits

**APPLICATION DEADLINE:** December 31, 2024

**APPLY ONLINE\*:** <https://oneida-portal.mycivilservice.com/post/jobopps>



**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 tasks in this class are more managerial in nature rather than clerical. The tasks of employees in this class call for a knowledge of the basic principles of office management, such as one would obtain through formal education, comparable on-the-job training and/or intensified study in the field over a long period of time. An Administrative Assistant is expected to have a working knowledge of research practices, organization and methods, finance, personnel, purchasing, programming, and budgeting, and related staff services, including typing and keyboarding skills. The incumbent is expected to apply the above skills in the solution of problems that have few, if any, guidelines. The work is performed in accordance with broad objectives outlined by the department head/supervisor, permitting the employee latitude for the exercise of independent judgment. Immediate supervision may be exercised over subordinate employees. The incumbent performs related work as required.

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

- (A) Possession of Bachelor's Degree; **OR**
- (B) Possession of Associate's Degree **AND** two (2) years of experience in administrative support\*; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** four (4) years of experience in administrative support\*.

\*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. Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.
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.
4. Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

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

\*If you do not have internet access, paper applications can be picked up in the Personnel Department on the 6<sup>th</sup> Floor of the Oneida County Office Building. You may also request a paper application to be mailed by calling 315-798-5726.

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