

Essex County Announces

Vacancy for the position of ADMINISTRATIVE ASSISTANT

Essex County does not Discriminate the Handicapped in Employment or the Provision of Services
Essex County is an Equal Opportunity Employer

For further information contact:
ESSEX COUNTY DEPARTMENT OF PERSONNEL AND CIVIL SERVICE
Essex County Government Center
7551 Court Street - P.O. Box 217
Elizabethtown, New York 12932 Tel: 873-3360
<https://www.co.essex.ny.us/jobs.asp>

VACANCY: Essex County Conflict Defender's Office

SALARY: \$19.89/Hr.

****Current employees hired PRIOR to 2009, please contact the Personnel Office for rate of pay****

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting a department head by expediting, coordinating, and interpreting to staff, departmental policies, and procedures in administrative matters. This is important administrative work, the primary purpose of which is to free the time of the department head for planning and policymaking and for attention to duties requiring technical knowledge. Work is performed in accordance with policies and objectives outlined by the executive, permitting the employee wide leeway for the exercise of independent judgment in applying policy to specific cases. Employee has responsibility for interpreting departmental policies to staff and for training and supervising employees in work other than that of a technical nature. The incumbent does related work as required.

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited college or university with a bachelor's degree in accounting, business, public administration, or related field and one year of paid office experience in a public or private business.
- (b) Graduation from a recognized college with an associate degree in accounting, business, public administration, or related field and three years of paid experience as defined in (a).
- (c) Graduation from high school or equivalency and five (5) years of paid experience as defined in (a) above.
- (d) An equivalent combination of training and experience as defined by the limits of a, b, or c above.

***LAST DATE TO SUBMIT APPLICATIONS FOR PROVISIONAL APPOINTMENT IS
SEPTEMBER 23RD, 2021***

QUALIFIED CANDIDATES WILL BE SUBJECT TO A CIVIL SERVICE EXAMINATION TO BE ANNOUNCED AT A LATER DATE. APPLICATIONS WILL BE ACCEPTED UNTIL THE ANNOUNCED CLOSING DATE FOR THE EXAMINATION. PERSONS SEEKING EMPLOYMENT WITH ESSEX COUNTY SHALL BE REQUIRED TO SUBMIT TO FINGERPRINT BACKGROUND CHECK, DRUG AND ALCOHOL SCREENING AND TESTING, AS WELL AS A PRE-EMPLOYMENT PHYSICAL.

09/13/2021