

Essex County Announces

A vacancy for a Confidential Secretary to the DPW Superintendent

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 Department of Public Works

SALARY: \$21.75/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 the department head by expediting, coordinating, and relating departmental policies and procedures in administrative matters, including, but not limited to, direct supervisor other accounting and administrative assistant positions within the department and collecting and in-putting all departmental timesheets and other personal documents into the Essex County Timesheet programs. This is important administrative, and at times confidential work, the primary purpose of which is to free time of the department head for planning and policy making and the attention to duties requiring technical knowledge. The work is performed under the general supervision of the Department of Public Works Superintendent and/or Deputy Department of Public Works Superintendent with wide leeway for the exercise of independent judgment in applying departmental policies. The incumbent does related work as required.

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited college or university with a Bachelor's Degree in Public Administration, Business Administration, Accounting, or related field and one year of paid office experience in a public or private business.
- (b) Graduation from a recognized college or university with an Associate's Degree in Public or Business Administration, Accounting or related field and three years of paid experience as defined in (a);
- (c) Graduation from high school or equivalency and five years of paid experience as defined in (a) above;
- (d) An equivalent combination of training and experience as defined in (a), (b) or (c) above.

***LAST DATE TO SUBMIT APPLICATIONS FOR APPOINTMENT IS
SEPTEMBER 17TH, 2021***

PERSONS SEEKING EMPLOYMENT WITH ESSEX COUNTY SHALL BE REQUIRED TO SUBMIT TO DRUG AND ALCOHOL SCREENING/TESTING, PRE-EMPLOYEMENT PHYSICAL, AND ADDITIONALLY MAY BE REQUIRED TO SUBMIT TO A FINGERPRINT BACKGROUND CHECK DEPENDING UPON SPECIFIC REQUIREMENTS OF THE POSITION.

09/07/2021