



**Office of Personnel and Civil Service
Job Announcement
Please Post Conspicuously**

Michael Mascarenas
County Manager

Shaun Gilliland
Chairman of the Board

TITLE: ADMINISTRATIVE ASSISTANT
*(*Provisional Appointment)*

SALARY: \$23.52/HR.
Current employees hired **PRIOR** to 2009, please contact the Personnel Office for rate of pay.

LOCATION: Essex County Real Property Tax Services, Elizabethtown

BENEFITS: Health Insurance, Dental Insurance, Sick, Vacation, and Personal time, NYS Retirement, Life Insurance, Flexible Spending Plan, Paid Holidays, Employee Assistance Program, Employee Premium Enhancement, and 40 Hour work weeks (Monday-Friday)

JOB SUMMARY 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 policy making 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: Either:

- (a) Possession of 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) Possession of an Associate's 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.

Note: Your degree 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 your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Residency Requirement: There is no residency requirement.

(OVER)



Essex County Dept. of Personnel & Civil Service
Essex County Government Center, 7551 Court Street, P.O. Box 217, Elizabethtown, NY 12932



essexcountyny.gov/personnel-and-civil-service



518.873.3360

Essex County is an Equal Opportunity Employer

Additional Information: Qualified candidates will be subject to a Civil Service examination to be announced at a later date. Applications will be accepted until the closing date for the examination. Persons seeking employment with Essex County shall be required to submit to a drug and alcohol screening/testing, pre-employment physical, and additionally may be required to submit to a fingerprint background check, depending upon the specific requirements of the position.

**The term provisional means that you will be required to take the next civil service examination for this title and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.*

Posting Date: July 16th, 2024

Application Deadline: July 26th, 2024



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