

# **GREENE COUNTY VACANCY ANNOUNCEMENT**

## **Confidential Aide to the County Administrator**

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This is a full-time, provisional appointment. Permanent appointment will be contingent upon Civil Service examination.

The work involves responsibility to act as an aide for the County Administrator's Office, including directing visitors to governmental offices and giving information concerning business conducted by those government agencies. This is routine work involving face-to-face and telephone contact by providing directions and answering questions relating to the location or nature of business of governmental agencies. Employees in this class must be courteous in dealing with the public and have good verbal communication skills. An employee in this class does not exercise supervision. This position involves dealing with highly confidential information due to its location in the County Administrator's Office. Does related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Must maintain confidentiality at all times; good knowledge of functions and layout of County government offices; good knowledge of office terminology, procedures and equipment; good knowledge of Microsoft Word, Excel and Outlook; ability to greet and relate well with the public, government officials and employees in a pleasant and professional manner; ability to provide information verbally in-person and over the telephone; ability to direct visitors to the appropriate staff or department/agency; ability to operate variety of office equipment; ability to do research and compile data and background information; ability to prepare letters and memos coherently; ability to keyboard at an acceptable rate of speed; ability to follow verbal and written directions accurately; ability to establish a rapport with others for the purpose of obtaining or conveying information; tact and courtesy.

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma and four (4) years of clerical experience, two (2) years of which must be must include upper-level or executive clerical experience.

Upper level or executive experience would be in which the individual reported directly to a CEO or head of a company, group or organization.

**APPLICATIONS:** Qualified candidates should submit an employment application to the **Greene County Human Resources Department, 411 Main Street, Catskill, NY 12414** or **hr@discovergreene.com** **no later than Thursday, December 20, 2018.** For more information about Greene County visit [www.greenegovernment.com](http://www.greenegovernment.com).

**SPECIAL REQUIREMENT:** Possession of a valid New York State driver license is required at the time of appointment and this license must be maintained throughout employment.

**NOTE:** Applicants or those eligible for original appointment to positions in the classified service in Greene County Government that receive a conditional offer of employment must successfully pass a drug screen and a background check.