

# Greene County Human Resources Department

## Job Announcement – ADMINISTRATIVE AIDE – per diem

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Hourly: \$15.99 (Grade 7, Step 0)

This work involves responsibility for performing a wide variety of administrative activities and tasks in support of an office or agency program. The Administrative Aide position is characterized by substantial contact with agency clients and/or the general public to explain program services, requirements, etc.; management of complex records systems and assisting administrators and professional staff in the performance of routine, less difficult, but highly structured tasks. Specific tasks will vary depending on the functional area and program objectives of the agency to which the employee is assigned. The work is performed under the general supervision of a higher-level administrator according to clearly defined guidelines and instructions. Supervision may be exercised over the work of clerical assistants. Does related work as required.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of office terminology, procedures and methods; Good knowledge of the department and/or agency's programs, objectives and goals; Working knowledge of business arithmetic and English; Working knowledge of modern business machines and equipment; Ability to compile data and background information; Ability to prepare and maintain a variety of records and reports; Ability to communicate effectively both verbally and in writing; Ability to establish a rapport with others for purpose of obtaining or conveying information; Ability to operate a personal computer and utilize common office software programs, including word processing, spreadsheet and databases; Ability to follow complex verbal and written instructions.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma **and** two (2) years of clerical or administrative experience involving typing and computer skills.

Submission of a Greene County employment application is required that shows you meet the minimum qualifications for the examination for this position. You are responsible for an accurate and clear description of your experience. **You may include a resume, but do not substitute a resume.**

**Applications can be obtained at:**

<https://www.greene government.com/wp-content/uploads/2019/07/GC-HR-EMPLOYMENT-APPLICATION-WITH-CONSENT-RELEASE-FORM-2019.pdf>

Qualified candidates should submit employment applications to the Greene County Human Resource Department, 411 Main Street, Catskill, NY 12414 or [hr@discovergreene.com](mailto:hr@discovergreene.com) by or before **December 3, 2021.**

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 background check.