

Greene County Public Health

Job Announcement – SENIOR ADMINISTRATIVE ASSISTANT

Hourly: \$21.62 (Grade 11, Step 0)

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

This position involves the responsibility of managing an office and working effectively as a liaison, allowing the department head, administrator, or higher-level supervisor to focus on other duties and functions of the department. The incumbent is responsible for planning and coordinating, support and technical activities of a large department or a major unit and making determinations on a wide variety of administrative matters. The incumbent collects information and data for administrative projects and makes recommendations where appropriate. This position differs from that of an Administrative Assistant in that it calls for wider latitude in the exercise of independent judgment. In addition, the extent of the liaison responsibilities can be more complex if the program managed is located in a large department. The work is performed under the general supervision of the department head, administrator, or higher-level supervisor. Supervision is exercised over subordinate clerical staff. Does related work as required.

MINIMUM QUALIFICATIONS: Either

- A.** Graduation from a regionally accredited college or university with a Bachelor's Degree **and three (3)** years of full-time office management or administrative experience in the field of Accounting, Public or Business administration, Financial Management, or a closely related field which must include one **(1)** year of supervisory experience;
- OR**
- B.** Graduation from a regionally accredited college or technical or business institute or one recognized by the NYS Education Department with an Associate Degree **and five (5)** years of experience as described in **A** above;
- OR**
- C.** Graduation from high school or possession of a high school equivalency diploma **and seven (7)** years of experience as defined in **A** above.

NOTES:

- Definition of "support of an administrator" may involve participation in office management; budget preparation and/or monitoring; personnel; administrative analysis involvement in the development and/or review of program practices and procedures; evaluating program operations; participation in planning, management activities; purchasing; public relations; or other related activities.

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.greeneconomy.com/wp-content/uploads/2019/07/GC-HR-EMPLOYMENT-APPLICATION-WITH-CONSENT-RELEASE-FORM-2019.pdf>

Qualified candidates should submit applications to the Greene County Human Resource Department, 411 Main Street, Catskill, NY 12414 or hr@discovergreene.com.

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.