

SENIOR OFFICE ASSISTANT

This position involves the performance of difficult clerical and secretarial tasks which may require operation of such equipment as a personal computer or word-processor. The work requires mature office judgment and knowledge of the policies, laws and regulations relating to the program or the agency in which the position is located. Specific duties vary with the needs of the municipality, department, or division. The Senior Office Assistant is distinguished from the Office Assistant in that this position involves either supervision, the use of a higher degree of independent judgment and/or the more secretarial nature of the work responsibilities. Work is performed under general supervision. Supervision may be exercised over the work of a small number of subordinate clerical workers. Performs related work as required

This is a Competitive position. Applicants must meet the stated minimum qualifications. Any appointment would be made on a Provisional basis, pending the future administration of a Civil Service examination.

**\$52,805-\$67,921
per year**

FULL TIME

COMPETITIVE

**LOCATION:
PUTNAM COUNTY
CORRECTIONAL
FACILITY
3 COUNTY CENTER
CARMEL NY 10512**

**FOR MORE INFORMATION FOR THIS
POSITION PLEASE VISIT
PUTNAMCOUNTYNY.COM/PERSONNEL**





SENIOR OFFICE ASSISTANT

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a comparable diploma and two (2) years of clerical experience which must have involved the use of computer applications to enter data, maintain records or prepare reports and documents

SUBSTITUTION NOTE:

Post-secondary level education may be substituted for the required experience indicated above on the basis of thirty (30) college credits per year of experience.