



SENECA COUNTY

AN EQUAL OPPORTUNITY EMPLOYER

CIVIL SERVICE OPPORTUNITIES



******REVISED******

**Staff Resources Assistant
District Attorney's Office
2019 RATE \$15.88 per hour**

Full benefits package including NYS Retirement

RESIDENCY: Seneca County has a residency requirement that an applicant must be a resident of Seneca County or one of the six contiguous counties (Cayuga, Ontario, Schuyler, Tompkins, Wayne and Yates) for one month to be eligible for appointment.

PUBLIC SERVICE LOAN FORGIVENESS: College graduates with student loans may be eligible to have part of their loan paid for after being employed in a full-time position at Seneca County. Additional information is available at <https://studentaid.ed.gov/sa/sites/default/files/public-service-loan-forgiveness.pdf>.

MINIMUM QUALIFICATIONS:

- A. Graduation from a Regionally Accredited or New York State Registered Two Year College or University with an Associate Degree in Secretarial Science, Business Administration, Human Resources or a related field and one year of experience in Office Administration; OR
- B. Graduation from high school or possession of a High School Equivalency Diploma and three years of experience in Senior Level Clerical Work; OR
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B).

DISTINGUISHING FEATURES OF THE CLASS:

This position involves assisting the Department Head or Department Manager. The Staff Resources Assistant has responsibility for much of the day-to-day operations of the office including maintaining a confidential file system, and is Secretary to the Department Head or other related Boards or Commissions. Does related work as required.

Please apply online at <https://seneca-portal.mycivilservice.com/jobopps>

Applications Accepted up to:
January 31, 2019 or until
position is filled

TYPICAL WORK ACTIVITIES: (Illustrative Only):

Secretary to the related board: assists in the preparation of the agenda, distributes informational and action materials and takes minutes for both the Board meetings and Sub-Committee meetings;
Reviews time sheets for accuracy and submits to Personnel Office;
Types and submits expense vouchers;
Maintains departmental personnel records assuring proper credentials;
Orients new employees on policies and procedures;
Makes weekly bank deposits;
Acquires departmental supplies;
Makes appointments and maintains appointment schedule for the department head or manager;
Types various documents;
Maintains confidential file system for the department and types all confidential correspondence;
Types, makes copies, and sends fax messages;
Prepares and submits travel statistics.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of office terminology, procedures and equipment. Ability to maintain records and prepare reports. Ability to type accurately at a moderate rate of speed. Ability to follow oral and written directions. Ability to communicate effectively with others, both orally and in writing. Good knowledge of time management, organizational skills, dependable, and have tact and courtesy.

Posting Date: January 11, 2019