

Sullivan County Office for the Aging is seeking to fill the following position:

AGING SERVICES ASSISTANT

This position involves the performance of paraprofessional and clerical duties in support of activities of an aging services office. Incumbents may assist in various activities of the Office for the Aging, including serving as a support staff for the operation of the nutrition services program and coordinating transportation services for clientele. Work is performed under general supervision with leeway for independently performing many of the duties of the position.

MINIMUM QUALIFICATIONS: Either:

- ((A) Graduation from high school or possession of an equivalency diploma and four (4) years of clerical experience including the use of word processing applications; or
- (B) Graduation from high school or possession of an equivalency diploma and four (4) years of experience in assisting older persons in managing day-to-day needs (i.e. health needs, financial needs, home management, recreational needs; or
- (C) An equivalent combination of training and experience as described in (A) and (B) above.

NOTE: Post high school education can be substituted for work experience on a year-to-year basis.

Salary: New Hire Entry: \$ 31,213.00; Full \$32,856.00

County Employee after 2 Years: Entry: \$34,682.00; Full \$36,507.00

This position is a competitive position which is subject to civil service examination.

Submit your application and resume to:

Sullivan County Personnel Department, PO Box 5012, 100 North Street, Monticello, NY 12701

Or apply online: <https://sullivan-portal.mycivilservice.com/jobopps>

Applications will be accepted until the position is filled.

EEO/AA Employer M/F/V/H