

## **ADMINISTRATIVE SECRETARY DIVISION OF HUMAN RESOURCES**

SULLIVAN COUNTY is seeking an individual to serve as the Administrative Secretary for the Division of Human Resources. This position involves the performance of clerical and secretarial duties while being delegated with significant responsibility to perform various administrative tasks in support of the managerial and administrative functions of the Division of Human Resources. This position reports directly to the Commissioner of Human Resources/Personnel Officer.

**Minimum qualifications:** Either:

- (A) Graduation from a regionally accredited college or university accredited by the New York State Board of Regents to grant degrees with an Associate's Degree or higher in Secretarial Science or closely related field and two (2) years of secretarial experience which shall have involved the operation of a computer for word-processing, database or spreadsheet applications; or
- (B) Certificate in Office Assistant or related field from college or university and three (3) years of experience as defined above; or graduation from high school or possession of an equivalency diploma and four (4) years of experience as described above; or
- (C) five (5) years of experience as described above.

*Note: Post high school course work in secretarial science or a closely related field can be substituted on a basis of three (3) credits being equivalent to three (3) months of required experience.*

**This will be a provisional appointment and is subject to a Civil Service Examination.**

**Salary:** \$41,603.00

**TO APPLY FOR THIS POSITION visit:** <https://sullivan.portal.mycivilservice.com>

EEO/AA Employer M/F/D/V