

The **Sullivan County Department of Law** is seeking to fill the following position:

**ADMINISTRATIVE AIDE**

This position involves responsibility for performing a variety of tasks in support of the overall implementation of the missions of an office, school district, operating department, program, or other entity. Duties may include difficult clerical assignments, keyboarding, research, report preparation, and special tasks generally beyond the scope of clerical duties. Work is performed in accordance with established policies and under direct supervision with leeway for independently performing many of the duties of the position.

**MINIMUM QUALIFICATIONS: Either:**

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree or higher in Business Administration, Public Administration, Accounting or a related field and two (2) years of experience in business administration, public administration or account keeping; or
- (B) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience in business administration, public administration, or account-keeping; or
- (C) Five (5) years of experience as described in (A) and (B) above; or
- (D) An equivalent combination of training and experience as described in (A), (B) and (C) above.

**NOTE:** Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**SALARY: Entry: \$46,275.00; Full: \$48,710.00**

**MUST APPLY ONLINE AT: <https://sullivan-portal.mycivilservice.com/jobopps>**

This is a competitive class position subject to Civil Service examination.

**EEO/AA Employer**

**M/F/D/V**