

The **Sullivan County Adult Care Center** is seeking to fill the following position:

ADMINISTRATIVE ASSISTANT

This position involves the performance of diversified tasks in support of the managerial and administrative functions of a municipality or operating department. In many instances, the work of an employee in this class serves as the basis for administrative decisions. Employees in this class are generally expected to perform a broad range of tasks, but may receive specific assignments based upon an individual's academic background, work experience, or technical expertise. Work is performed under general supervision with leeway for the use of independent judgment.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree or higher in Business Administration, Public Administration, Accounting, Secretarial Science or a related field, and one (1) year work experience in account-keeping or in a managerial or responsible secretarial position which involved responsibility for administrative details; or
- (B) Graduation from a regionally accredited or New York State registered college or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in Business Administration, Public Administration, Accounting, Secretarial Science or a related field and three (3) years' experience as described in (A) above; or
- (C) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience as described in (A) above; or
- (D) An equivalent combination of training and experience as described in (A), (B) and (C) above.

SALARY: Entry: \$51,913.00; Full: \$54,645.00

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

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.