

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

**ADMINISTRATIVE SECRETARY**

This position involves the performance of secretarial and clerical duties while also being delegated with significant responsibility to perform various administrative tasks in support of the managerial and administrative functions of a municipality or operating department. The work of an employee in this class serves as the basis for administrative decisions. Incumbents will usually be responsible for overseeing or supervising one or more major activities, such as special projects coordination, payroll/timekeeping supervision or clerical staff supervision. Work is performed under general supervision of a higher-level administrative person, with wide leeway for independently carrying out most job tasks.

**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) Possession of a Certificate in Office Assistant or a related field, from a college or university and three (3) years' experience as defined in (A) above, or
- (C) Graduation from high school or possession of a high school equivalency diploma and four (4) years of secretarial experience as defined in (A) above; or
- (D) Five (5) years of secretarial experience as defined in (A) 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.*

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

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

**EEO/AA Employer**

**M/F/D/V**