

The **Sullivan County Department of Human Resources** is seeking to fill the following position provisionally:

**PERSONNEL ASSISTANT**

Sullivan County is seeking an individual to assist the Commissioner of Human Resources/Personnel Officer in the administration of the governmental personnel programs by performing field and office technical and clerical functions. Work is performed under general supervision in accordance with established policies, with leeway permitted for the exercise of independent judgment.

**MINIMUM QUALIFICATIONS: Either:**

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board Regents with an Associate's Degree or higher; or
- (B) Graduation from high school or possession of an equivalency diploma, and two (2) years of experience involving general office duties, including record keeping and direct public contact work.

*SPECIAL REQUIREMENT: Possession of a valid appropriate class driver's license.*

**SALARY: \$40,000.00**

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

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

Applications accepted until position is filled.

**EEO/AA Employer                      M/F/D/V**