

The **Sullivan County District Attorney's Office** is seeking to fill the following position:

### **ADMINISTRATIVE SPECIALIST**

This position involves responsibility for the performance of varied secretarial and administrative support functions for one or more supervisory personnel. Work is performed under general supervision of a higher level administrative person with leeway to exercise independent judgment in carrying out the details of the work. This class differs from that of Secretary or Administrative Secretary by virtue of the difficulty of the work performed, independence in performing the work, and/or increased supervisory responsibilities. Incumbent may oversee the work of subordinate staff.

#### **MINIMUM QUALIFICATIONS: Either:**

- (A) Graduation from a regionally accredited college or university or one accredited by New York State Board of Regents to grant a Bachelor's Degree in Computer Science, Journalism, Communications Public Administration, Business Administration or a related field; or
- (B) Graduation from a regionally accredited college or university or one accredited by New York State Board of Regents to grant an Associate's Degree in Computer Science, Journalism, Communications, Public Administration, Business Administration, Secretarial Science or a related field and two (2) years of experience in either promotional or journalism activities, grant writing, office management or secretarial duties involving computer software application; or
- (C) Possession of a Certificate in Office Assistant or a related field from a college or university and three (3) years of experience as defined in (B) above; or
- (D) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience as described in (B) above; or
- (E) An equivalent combination of training and experience as described in (A), (B), (C) and (D) above.

*NOTE: Post high school course work in secretarial science, computer 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: \$45,885.00 [after six months: \$48,300.00]**

**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**