

**Order Number:**

NY1475841

**Date Job Order Received:**

08/28/2023

**Number of Openings:**

1

**Company Name:**

Lewis County Civil Service

**Job Title:**

Office Specialist

**Minimum Experience Required:**

1 year

**Job Description:**

Lewis County Civil Service is looking for an Office Specialist. The work involves responsibility for performing a variety of standard clerical tasks requiring the operation of various office equipment including computer software to enter and retrieve information. In addition, an incumbent in this class is responsible for having significant contact with the public collecting completed forms and documents pertinent to program or services being offered and greeting and directing individuals to their respective locations. Specific duties vary with the needs of the department. Procedures are usually fixed, but detailed instructions are given for new or difficult assignments. The work is performed under general supervision. Supervision is not a responsibility of this class. Does related work as required. TYPICAL WORK ACTIVITIES: (Illustrative, varies based on department) Enters and retrieves information using a computer database and/or computer software; Maintains alphabetic, numeric and/or chronological files of correspondence, documents and materials by coding and filing new material, and searching for requested material and purges records accordingly; Serves as a receptionist by greeting clients and/or visitors and directing them to their respective location; Collects completed forms such as applications and reviews for completeness and accuracy; Records payment, overpayments and maintains current balances electronically by entering and retrieving information on a computer system; Issues identification cards, licenses, permits, and other related material and records the information in a computer system in accordance to laws, rules and procedures; Answers and screens incoming telephone calls for a department, makes transfer connections to appropriate offices and takes messages; Prepares form letters, memos, and other related documents using basic office software; Orders office supplies and maintains inventory of supplies and equipment; Makes copies of letters, files and reports; Opens, sorts, date stamps and distributes mail and packages. FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of modern office terminology, procedures, equipment and business English; working knowledge of the principles and practices of computerized records maintenance; ability to operate common office software programs including word processing, spreadsheet and databases; ability to organize and maintain accurate records and files; ability to set up appropriate forms, charts and other tabular listings; ability to perform close, detail work involving considerable visual effort and concentration; ability to communicate with the public gathering the information necessary and referring them to the appropriate office and/or staff member; ability to obtain and relay routine information; ability to deal courteously with the public both in person and on the telephone; ability to understand and follow oral and written instructions; ability to maintain neat and legible records; physical condition commensurate with the demands of the position. MINIMUM QUALIFICATIONS: Either: Graduation from high school or possession of a high school equivalency diploma including and one year of clerical or office experience which involved the operation of a computer for word-processing or entering information into a database; or Two years of clerical or office

experience which involved the operation of a computer for word-processing or entering information into a database.

**Job Location:**

Lowville, New York

**Pay:**

\$16.54 - \$19.23 Hourly

**Benefits:**

No benefits mentioned.

**Hours per Week:**

Not specified.

**Duration:**

Full Time, Temporary

**Work Days:**

Monday thru Friday

**Shift:**

Not specified.

**Public Transportation:**

Information not provided.

**Minimum Education Required:**

High School Diploma

**Driver Licenses, Including Endorsements:**

No Driver License requirements specified.

**How to Apply:**

To apply, contact the employer by telephone, or by email:

Phone: Smith, Caitlyn (315) 377-2049

Email: [civilservice@lewiscounty.ny.gov](mailto:civilservice@lewiscounty.ny.gov)