



LEWIS
COUNTY
NEW YORK

ADMINISTRATIVE ASSISTANT

Lewis County Treasurer's &
Human Resources Depts.

Lewis County is currently seeking an Administrative Assistant to provide clerical support for the Treasury and Human Resources departments within the County Court House building. Duties include, but are not limited to, data entry, file maintenance, and receiving and responding to phone and in-person inquiries. Position is management confidential with a salary range of \$32,404- \$36,492 yearly based on experience, with excellent benefits and NYS retirement.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an associate's degree and one (1) year of clerical, administrative or office experience which involved the operation of a computer for word-processing, database applications, and maintaining electronic records and reports; or
- B. Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience as defined in (A); or
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B).

The successful candidate will be required to pass a competitive Civil Service Examination and be reachable for appointment on the resulting Civil Service List. This position will be filled in accordance with Civil Service Rules and Regulations.

Apply online at <https://lewiscountyny.gov> under Human Services and Job Postings. EOE.