

Order Number:

NY1487831

Date Job Order Received:

02/12/2024

Number of Openings:

1

Company Name:

Lewis County Civil Service

Job Title:

Administrative Assistant

Minimum Experience Required:

3 years

Job Description:

It is anticipated that Lewis County will have the following vacancy available: DATE: February 12, 2024 CLOSING: February 28, 2024 POSITION: Administrative Assistant, Full-Time District Attorney Department SALARY RANGE: \$20.59- \$24.55/hr 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 associates 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). NOTE: Experience as a bank teller or store cashier shall not be considered clerical experience. ADDITIONAL NOTE: Successful completion of coursework in business, offices studies, or closely related field at a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, may be substituted for the required experience with three semester credit hours of related coursework as indicated above being equivalent to three months of experience.

Job Location:

Lowville, New York

Pay:

\$20.59 - \$24.55 Hourly

Benefits:

Health Insurance, Dental Insurance, Vacation, Sick Leave, Holidays, Retirement/Pension

Hours per Week:

37.5

Duration:

Full Time, Regular

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, by email, or on-line:

Phone: Smith, Caitlyn (315) 377-2049

Email: civilservice@lewiscounty.ny.gov

Web-site: <https://lewiscountyny.gov/job/administrative-assistant-3/?department=61>