

**Order Number:**

NY1494940

**Date Job Order Received:**

03/22/2024

**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: March 21, 2024 CLOSING: April 5, 2024 POSITION: Administrative Assistant, Full-Time Office for the Aging 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. This position will be filled in accordance with Civil Service Rules and Regulations. Applications and further information may be obtained from the Civil Service/Human Resources Office or online at [lewiscountyny.org](http://lewiscountyny.org), follow the employment link.

**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

**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](mailto:civilservice@lewiscounty.ny.gov)

Web-site: <https://lewiscountyny.gov/job/administrative-assistant-4/?department=55>