

**Order Number:**

NY1504146

**Date Job Order Received:**

06/29/2024

**Number of Openings:**

1

**Company Name:**

Lewis County Civil Service

**Job Title:**

Administrative Assistant

**Minimum Experience Required:**

3 years

**Job Description:**

Lewis County is currently seeking a full-time Administrative Assistant. The work involves responsibility for performing highly complex duties and administrative support tasks to further the overall work in the department where assigned. Incumbents typically serve as a personal assistant to the head of a department or major division relieving them of administrative and business detail and resolving day-to-day operational problems. Starting salary is \$20.59/hr. 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 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. 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.

**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-5/?department=51>