

Order Number:

NY1610368

Date Job Order Received:

03/27/2026

Number of Openings:

1

Company Name:

Lewis County Health System

Job Title:

Human Resources Assistant

Minimum Experience Required:

3 Years

Job Description:

It is anticipated the Lewis County General Hospital will have the following vacancy available: POSITION: Human Resources Assistant, Full-Time SHIFT: Primarily Days SALARY RANGE: Not to exceed \$70,000 MINIMUM QUALIFICATIONS: A) Graduation from a regionally accredited or New York State registered college or university with a bachelors degree; and one year of full-time experience working in a human resources, employment, or civil service office; or B) Graduation from a regionally accredited or New York State registered college or university with an associates degree and three years of full-time experience as described in (A); or C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above. 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. Applications and further information may be obtained from the Human Resources Office.

Job Location:

Lowville, New York 13367

Pay:

Not to exceed 70,000.00 Yearly

Benefits:

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

Hours per Week:

Not specified.

Duration:

Full Time, Regular

Work Days:

Monday Thru Friday

Shift

First.

Public Transportation:

Not specified.

Minimum Education Required:

Associates Degree

Driver Licenses, Including Endorsements:

Not specified.

How to Apply:

To apply, contact the employer by: Internet or Phone

Phone: Skiff, Jessica (315) 376-5202

Web-site: <https://www.lcgh.net/careers>