

Order Number:

NY1701867

Date Job Order Received:

08/26/2026

Number of Openings:

1

Company Name:

Lewis County Civil Service

Job Title:

Office Specialist

Minimum Experience Required:

1 Years

Job Description:

It is anticipated that Lewis County will have the following vacancy available: POSITION: Office Specialist, Full-Time Office for the Aging SALARY RANGE: \$19.82- \$23.22/hr MINIMUM QUALIFICATIONS: Either: A) Graduation from high school or possession of a high school equivalency diploma including and one year of clerical or office experience which involved the operation of a computer for word-processing or entering information into a database; or B) Two years of clerical or office experience which involved the operation of a computer for word-processing or entering information into a database. 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.gov, follow the employment link.

Job Location:

Lowville, New York 13367

Pay:

\$19.82 - \$23.22 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:

Not specified.

Minimum Education Required:

GED

Driver Licenses, Including Endorsements:

Not specified.

How to Apply:

To apply, contact the employer by: Internet

Web-site: <https://www.governmentjobs.com/careers/lewiscountylewiscountycl?>