



## OSWEGO COUNTY ADMINISTRATIVE SERVICES ASSISTANT

The Oswego County Department of Social Services has an immediate opening for an Administrative Services Assistant to perform specialized clerical work in support of the personnel and payroll functions of the department. The position is primarily responsible for processing payroll and assisting the Principal Administrative Services Assistant in other personnel-related functions.

**Qualifications:** Possession of an associate's degree in accounting, business administration, human resource management or related field; **OR** Completion of 60 semester credit hours and one (1) year of clerical or para-professional experience which involved explaining, verifying, and processing payroll and/or employee benefits information; **OR** Graduation from high school or possession of an equivalency diploma and three (3) years of clerical or para-professional experience which involved explaining, verifying, and processing payroll and/or employee benefits information.

This title has been approved to be filled without the need to take an exam for a limited period through the HELP Program. Candidates appointed permanently to this title will NOT need to take an exam and will remain in their position even when the HELP Program ends.

**Pay Rate:** \$20.78 per hour plus competitive benefit package including: health, life, dental and vision insurance; NYS Retirement; and Public Service Loan Forgiveness Program.

**To Apply:** Review of applications will begin immediately and continue until position is filled. Please visit our website to complete an online application or submit a paper application to the address below.

Oswego County Human Resources Department  
46 East Bridge Street  
Oswego, New York 13126  
(315) 349-8209 Fax: (315) 349-8254  
Email: [humanresources@oswegocounty.com](mailto:humanresources@oswegocounty.com)  
Web: [www.oswegocounty.com/humanresources](http://www.oswegocounty.com/humanresources)

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