



## OSWEGO COUNTY HUMAN RESOURCES ASSISTANT

The Oswego County Human Resources Department has an immediate opening for a Human Resources Assistant to perform specialized clerical and administrative work in support of the department's civil service and personnel functions. The role requires regular communication with employees, the public and personnel staff across municipalities, school districts, and county departments to provide and obtain information related to civil service laws, rules, and personnel policies and procedures.

**Qualifications:** Possession of an associate's degree, or higher; **OR** graduation from high school or possession of an equivalency diploma and two (2) years of clerical experience.

This title has been approved to be filled without the need to take an exam for a limited time 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:** \$18.81 per hour plus competitive benefits 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@OswegoCountyNY.gov](mailto:humanresources@OswegoCountyNY.gov)  
Web: [www.oswego county ny.gov/humanresources](http://www.oswego county ny.gov/humanresources)

AA/EEO EMPLOYER