



## OSWEGO COUNTY ADMINISTRATIVE SECRETARY

The Department of Social Services has an immediate opening for an Administrative Secretary. This position acts as an administrative assistant and confidential secretary to department heads and other managers and requires the incumbent to perform highly complex duties and administrative support tasks which further departmental goals and efficient operations. The position requires independent judgment and knowledge of department policies and procedures.

**Qualifications:** Associates degree or higher and three (3) years of clerical experience which involved the operation of a computer for word-processing, database or spreadsheet applications; **OR** Graduation from high school or possession of an equivalency diploma and five (5) years of clerical experience as described above.

This title has been approved to be filled without the need to take an exam 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.

**Starting Salary:** \$42,162 per year. Salary negotiable to be commensurate with experience and qualifications. Oswego County offers a competitive benefit package including health insurance, life insurance, vision insurance, dental insurance and NYS retirement. Candidates may be eligible for the 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.oswegocounty.com/humanresources](http://www.oswegocounty.com/humanresources)

AA/EEO EMPLOYER