



COUNTY OF OSWEGO

ADMINISTRATIVE ASSISTANT TO THE COUNTY ATTORNEY

The County Attorney's Office has an immediate opening for an Administrative Assistant. The work involves responsibility for performing highly complex and confidential secretarial and administrative duties for County Attorney's Office and its role as Presentment Agency. The Administrative Assistant is expected to exercise some independent judgment in performing work assignments which include preparing a variety of general correspondence and typing pleadings for Family Court, assisting with vouchers and expense tracking, tracking court appearances, taking minutes and responding to general inquiries. The position requires organization, some independent judgment and knowledge of department policies and procedures. Knowledge of Excel, Access, Word and WordPerfect is preferred. The county will provide training for MUNIS, the county's financial system, which the Administrative Assistant will also be required to use on occasion.

Qualifications: Bachelor's degree and two (2) years of legal clerical or related experience, which may include employment as a legal secretary, legal assistant or paralegal, and which must involve typing and transcribing dictation; **OR** Associate degree and four (4) years of experience as described above; **OR** Graduation from high school or possession of an equivalency diploma and six (6) years of experience as described above. Notary Public commission preferred.

Permanent appointment to this position also requires successful completion of a civil service examination.

Salary Range: \$36,058 - \$41,228 plus competitive benefit package.

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. Please include a resume with your application.

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

AA/EEO EMPLOYER