



## OSWEGO COUNTY ADMINISTRATIVE SECRETARY

The Fire Advisory Department is currently accepting applications for an Administrative Secretary. This position reports to the County Fire Coordinator and requires the incumbent to perform complex secretarial and administrative duties to ensure the professional and efficient operation of the department. The position requires independent judgment and the knowledge of department policies and procedures.

**Qualifications:** Associates degree or higher from a regionally accredited or NYS registered college, university, or business school 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.

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

**Starting Salary:** \$37,670 plus competitive benefit package. Salary negotiable to be commensurate with experience and qualifications.

**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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