



OSWEGO COUNTY ADMINISTRATIVE ASSISTANT TO THE COMMISSIONER OF SOCIAL SERVICES

The Department of Social Services is currently accepting applications for an Administrative Assistant to the Commissioner of Social Services. This is a highly confidential position responsible for assisting the Commissioner and the Deputy Commissioner of the Department of Social Services (DSS) in managing activities of the Commissioner's office and coordination of assigned projects. The incumbent is the first point of contact in the Commissioner's office and is responsible for coordination of the Child Protection Advisory Council, Senior DSS Management Team, and other community coalitions to include taking minutes of the meetings. Direct supervision is exercised over the DSS Mexico office switchboard staff and other clerical staff as assigned.

Qualifications: Possession of an associate's degree and four (4) years of administrative or supervisory experience in social services in a government agency or business; **OR** Graduation from high school or possession of an equivalency diploma and six (6) years of administrative or supervisory experience in social services in a government agency or business.

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

Starting Salary: \$46,835 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
Web: www.oswegocounty.com/humanresources

AA/EEO EMPLOYER