



OSWEGO COUNTY SENIOR EMPLOYEE BENEFITS ASSISTANT

The Oswego County Human Resources Department has an immediate opening for a Senior Employee Benefits Assistant responsible for the enrollment and processing of the County's health and life insurance programs and other employee benefits. Employees in this class provide assistance to employees and retirees in obtaining their health, life, and related benefits. There is considerable public contact involved in carrying out assignments.

Qualifications: Associates degree, or higher, in business administration, human resource management or related field; **OR** associates degree, or higher, and one (1) year of experience involving explaining, verifying, and processing information, which included personal interaction with the public, other employees, or department/agency clientele as a regular aspect of the job ; **OR** Graduation from high school or possession of an equivalency diploma and three (3) years of experience as noted above.

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

Pay Rate: \$18.30 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@oswegocounty.com
Web: www.oswegocounty.com/humanresources

AA/EEO EMPLOYER