



OSWEGO COUNTY SENIOR HUMAN RESOURCES ASSISTANT

The Oswego County Human Resources Department has an upcoming opening for a Senior Human Resources Assistant to perform specialized clerical work in support of the civil service and human resources function of the department. An employee in this class utilizes knowledge of civil service and human resources administration in exercising responsibility for the maintenance of various civil service, personnel, and payroll records. The scope of the work calls for less expertise and judgment than that required of a professional level Human Resources Specialist. The incumbent is required to contact personnel staff in municipal, school district, and county departments in order to request information and provide assistance related to civil service law and rule and personnel policy and procedures. There is considerable public contact involved in carrying out assignments.

Qualifications: Associates degree, or higher, in business administration, human resource management or related field and two (2) years of clerical or para-professional 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 four (4) years of clerical or para-professional 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.

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

Pay rate: \$19.80 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 the 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