



OSWEGO COUNTY SECRETARY TO THE DISTRICT ATTORNEY AND CORONER

The Oswego County District Attorney's Office has an immediate opening for a Secretary to the District Attorney and Coroner to act as an administrative assistant and confidential secretary to the District Attorney. The work involves responsibility for highly complex duties and administrative support tasks which further departmental goals and efficient operations. The position requires independent judgment and the knowledge of department and County policies and procedures. The incumbent is responsible for assisting the District Attorney and Coroner with all administrative, budgetary and procedural functions of the office.

Qualifications: Associate's degree or higher and five (5) years of clerical experience which involved the operation of a computer for word-processing, database or spreadsheet applications, including two (2) years of supervisory experience; **OR** Graduation from high school or possession of a high school equivalency diploma and seven (7) years of clerical experience which involved the operation of a computer for word-processing, database or spreadsheet applications, including two (2) years of supervisory experience.

Starting Salary: \$46,835 plus competitive benefit package including: health insurance, life insurance, and NYS retirement. Candidates may be eligible for the Public Service Loan Forgiveness program. Salary negotiable to be commensurate with experience and qualifications.

To Apply: Review of applications will begin immediately and continue until the position is filled. Visit our website to complete an online application or submit a paper application to the address below. Please include a resume and cover letter 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