

Personnel and Civil Service

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Linda Parke Personnel Officer



NOTICE OF VACANCY Office Specialist III

Date of Issue: 07/25/2022. The work involves the independent performance of a broad range of complex clerical operations which require an understanding of specific laws, organizational rules, policies or procedures. Specific duties will vary with the needs of the appointing authority. The incumbent will routinely operate an alphanumeric keyboard and other office technology. Ability to accurately manipulate specific software is valued over speed when performing keyboard functions. An Office Specialist III is responsible for relieving the head of a department or major division of various administrative details, which may include some defined fiscal items. At this level, an employee should possess moderate interpersonal skills in order to explain information or inform others about agency regulations, policies and/or programs. Only very complex matters or those relating to fiscal transactions are referred to the supervisor. The employee may be defined as a lead worker of a group, or be designated to assign and review the work of specific personnel within a unit or section. Does related work as required.

The title of Office Specialist III is **Competitive**, requiring applicants to meet minimum qualifications established for the position. **An examination is expected in 2023.** A criminal background check* is required. Permanent employment requires successful completion of the civil service examination requirements.

Status: Provisional, pending successful completion of civil service requirements
Work Hours: Full-time, Monday – Friday (35 hour work week)
Salary: \$37,904.00 (CSEA SG VII, base); benefit package available including: health, dental, and vision insurance, paid leave time, NYS Retirement System, Deferred Compensation Plan
Location: Tioga County Department of Social Services

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency **and** either:

- a. Possession of an Associate's degree from a regionally accredited or New York State registered college; and two (2) years of full-time (or the part-time equivalent) office clerical experience*; **OR**
- b. Four (4) years of full-time (or the part-time equivalent) office clerical experience*; **OR**
- c. Any combination of training and experience equal to or greater than that specified in (a) and (b) above.

*NOTE: Bank Teller and other types of cashiering jobs are not considered "office clerical".

Apply Online: <https://www.tiogacountyny.com/departments/personnel-civil-service/>

Apply by: Applications accepted until position has been filled.

Tioga County applications are available on our website. Resumes may be submitted but **MUST** accompany an application. Applicants **MUST** clearly describe education and/or work and volunteer experience to explain how they meet the minimum qualifications for the position. Omissions or vagueness will not be interpreted in an applicant's favor.

*Criminal background checks will be conducted upon a conditional offer of employment. Depending upon the position sought, conviction of a felony, misdemeanor or other offense may bar appointment. At the discretion of the appointing authority, additional screenings may include but will not be limited to: fingerprinting, psychological, and or drug testing. If requested, a candidate will be required to authorize access to educational, employment, financial, or other records