

# Personnel and Civil Service

Ronald E. Dougherty County Office Building 56 Main Street Owego, NY 13827



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## NOTICE OF VACANCY Civil Service Assistant

**Date of Issue: 08/11/22.** The work involves non-technical responsibilities in assisting with clerical and account clerical tasks related to maintaining employee data in a public sector human resource office. Moderately difficult clerical duties will be performed to record personnel related transactions and prepare various documents. Account clerical tasks will involve handling cash, verifying salary data, and entering payments. There is considerable public contact involved in carrying out assignments as the incumbent will also serve as the office receptionist. Work is performed under direct supervision of either the Personnel Officer or his/her designee. As an incumbent develops their knowledge base, additional leeway will be allowed for independent action. Does related work as required.

The title of Civil Service Assistant is **Competitive**, requiring applicants to meet minimum qualifications established for the position and successfully meet civil service examination requirements. . **An examination is scheduled for 11/05/2022. For more information or to apply, view Civil Service Assistant #66375 under Upcoming Exams.** Pending a criminal background check\*, a provisional appointment may be made to this position. Permanent appointment will be dependent upon participation in the examination AND being reachable from the resulting eligible list.

**Status:** Provisional, pending permanent appointment from eligible list  
**Work Hours:** Full time, Monday – Friday (35 hour work week)  
**Salary:** \$31,930 - \$41,930 (M/C); benefit package available including: health, dental and vision insurance, paid leave time, NYS Retirement System, Deferred Compensation Plan  
**Location:** Tioga County Personnel and Civil Service Department

**Minimum Qualifications:** Graduation from high school or possession of a high school equivalency diploma and **EITHER:**

- a. Completion of at least 30 semester credit hours from a regionally accredited or New York State registered college or university and one (1) year of full-time (or part-time equivalent) clerical work experience within an office environment which involved the maintenance of accounts or financial data; **OR**
- b. Two (2) years of full-time (or part-time equivalent) clerical work experience within an office environment which involved the maintenance of accounts or financial data.

**APPLY ONLINE:** <https://www.tiogacountyny.com/departments/personnel-civil-service/> - **Upcoming Exams #66375**

**Apply by:** 09/27/22

*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.