

Personnel and Civil Service

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

Linda Parke Personnel Officer ☎ 607 687 8494 📠 607 223 7074 🌐 www.TiogaCountyNY.gov



NOTICE OF VACANCY Office Specialist III

Date of Issue: 08/15/2023. 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. The 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 and successfully meet civil service examination requirements. **An exam is anticipated in 2024.** Permanent appointment will be dependent upon participation in the examination AND being reachable from the resulting eligible list.

Status: Provisional, pending successful completion of civil service examination requirements
Work Hours: Full time; 35-hour work week
Salary: \$39,041 (2023 CSEA SG VII; benefit package available including: health, dental and vision insurance, paid leave time, NYS Retirement System, Deferred Compensation Plan)
Location: Tioga County Department of Public Health

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 will be accepted until the 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.*