

# Personnel and Civil Service

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## Notice of Vacancy

### Secretary to 1<sup>st</sup> Assistant County Attorney

**Issued: 05/21/2024.** This is a higher-level clerical position located in the County Law Offices. The work involves responsibility for performing clerical and/or stenographic duties requiring knowledge of common legal term used in the preparation of petitions and other legal documents. The incumbent's immediate supervisor is the 1<sup>st</sup> Assistant County Attorney; however, general supervision may be received by remaining office personnel such as 2<sup>nd</sup> and 3<sup>rd</sup> Assistant County Attorneys and Paralegal. The incumbent is responsible for clerical accuracy as to form content, court scheduling, and file preparation. This position requires the ability to work cooperatively with other County Agencies, attorneys, and the general public. Leeway is allowed for the exercise of independent judgment in planning and carrying out assignments. Does related work as required.

The title of Secretary to 1<sup>st</sup> County Attorney is **Competitive**, requiring applicants to meet minimum qualifications established for the position and successfully meet civil service examination requirements. **The tentative test date for this examination is not yet known.** 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:** \$41,528 - \$51,528 (M/C); health, dental and vision insurance, paid leave time, NYS Retirement System, Deferred Compensation Plan  
**Location:** Tioga County Law Department

**MINIMUM QUALIFICATIONS (Either):** 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** by using our "Online Application Tool":  
<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.