

# Personnel and Civil Service

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



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## NOTICE OF VACANCY

### OFFICE SPECIALIST I (Seasonal); Three (3) Full-time, temporary positions

#### Home Energy Assistant Program (HEAP)

**Date of Issue: 08/12/25.** The work involves responsibility for the performance of various standardized entry-level clerical tasks. An incumbent will operate a computer and related office equipment for the entry and retrieval of information using software to produce printed material such as letters, memoranda and forms. Ability to accurately manipulate specific software is valued over speed when performing keyboard functions. Specific duties will vary with the needs of the department or jurisdiction. Procedures are usually fixed but detailed instructions are given for new or difficult assignments. Work is reviewed by direct observation, checking completed work, periodic or spot checks, cross-checking or other steps in the clerical process. Does related work as required.

Temporary appointments to the title of **Office Specialist I** are available during the Home Energy Assistance Program (HEAP) season. Employment is subject to a criminal background check\*.

**Status:** Temporary; Seasonal HEAP staff will start no sooner than 09/22/2025 and stop working no later than 04/30/2026  
**Work Hours:** Full time, 35 hours/week, Monday – Friday  
**Salary:** \$15.50 /hour; no benefits  
**Location:** Tioga County Department of Social Services

**Minimum Qualifications:** Graduation from high school or possession of a high school equivalency.

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

**Apply by: APPLICATIONS WILL BE ACCEPTED UNTIL ALL POSITIONS HAVE 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.