

Personnel and Civil Service

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



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NOTICE OF VACANCY

Administrative Coordinator for Tioga County IDA and Property Development Corporation

Date of Issue: 08/14/2025. This position involves responsibility for the performance of complex clerical and administrative support for the Tioga County Industrial Development Agency (TCIDA) and Tioga County Property Development Corporation (TCPDC). Duties include, but are not limited to organizing and coordinating meetings, maintaining financial records, financial tasks, handling correspondence, and performing various administrative tasks to ensure efficient operations. Work is performed under general supervision from the Director of Economic Development and Planning. Does related duties as required.

The title of Administrative Coordinator for Tioga County IDA and Property Development Corporation is **Competitive**. Applicants must meet minimum qualifications established for the position and successfully meet civil service examination requirements. **A tentative test date for this examination is not yet known.** Pending a criminal background check*, a provisional appointment may be made. Permanent appointment will be dependent upon participation in the examination AND being reachable from the resulting eligible list.

Status: Provisional
Work Hours: Full time, 35-hour work week
Salary: \$42,981 – \$52,981 annual (Management/Confidential); benefit package available including health, dental and vision insurance, paid leave time, NYS Retirement System, Deferred Compensation Plan
Location: Tioga County Department of Economic Development & Planning

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

- a. Graduation from a New York State registered or regionally accredited college or university with an Associate's Degree and two (2) years of fulltime experience (or its part-time equivalent) in office management or a senior level clerical position; **OR**
- b. Four (4) years of full-time experience or its part-time equivalent in office management or a senior level clerical position; **OR**
- c. Any equivalent combination of training and experience as defined by the limits of (a) and (b).

**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.*