

# Personnel and Civil Service

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## NOTICE OF VACANCY

### OFFICE SPECIALIST II (HELP Program) – Two (2) Full-time

**Updated: 01/02/2026.** The work involves responsibility for performing a broad range of moderately difficult clerical tasks, which may require an understanding of specific laws, policies or procedures. Specific duties will vary with the needs of the appointing authority. 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. Procedures are usually fixed and while comparable, are of a more difficult nature than those of an Office Specialist I. The incumbent is under the direct supervision of a higher-level staff member but has moderate autonomy in carrying out day-to-day activities. Supervision of others is not a responsibility; however, may be called upon to help orient or train similar classified staff. Does related work as required.

The title of Office Specialist II is **Non-Competitive\***, requiring applicants to meet the minimum qualifications established for the position. A criminal background check\*\* is required.

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|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>Status:</u></b>     | Permanent, Probationary                                                                                                                                           |
| <b><u>Work Hours:</u></b> | Full time, 35-hour workweek                                                                                                                                       |
| <b><u>Salary:</u></b>     | \$33,095 (CSEA SG IV) benefit package available including health, dental and vision insurance, paid leave time, NYS Retirement System, Deferred Compensation Plan |
| <b><u>Location:</u></b>   | Tioga County Department of Social Services (One position will be assigned to the Child Advocacy Center)                                                           |

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency and either:

- a. Completion of thirty (30) semester credit hours from a regionally accredited or NYS registered college or university; **OR**
- b. One (1) year 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: For Office Specialist II, 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 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.*

*\*This is a Non-competitive appointment under the Hiring Emergency Limited Placement (HELP) Program. Upon approval of the title deletion, the title reverts to competitive class jurisdictional classification and the incumbents occupying that title gain a competitive appointment.*

*\*\*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.*