

Personnel and Civil Service

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NOTICE OF VACANCY Civil Service Assistant

Date of Issue: 09/15/2026. The work involves non-technical responsibilities in assisting with clerical and account clerical tasks related to maintaining employee data in a public sector human resource office. Moderately difficult clerical duties will be performed to record personnel related transactions and prepare various documents necessary for civil service administration. Account clerical tasks will involve handling money, verify salary data, and enter in payments. There is considerable contact with the public, employees, and local officials in this position. Work is performed under direct supervision of either the Personnel Officer or his/her designee. As an incumbent develops their knowledge base, additional leeway will be allowed for independent action. Does related work as required.

The title of Civil Service Assistant is **Competitive**, requiring applicants to meet minimum qualifications established for the position and successfully meet civil service examination requirements. A provisional appointment may be made for this position. Permanent appointment will be dependent upon participation in the examination AND being reachable from the resulting eligible list. A criminal background check* is required.

Status: Provisional, pending successful completion of civil service requirements

Work Hours: Full-time, Monday – Friday (35-hour work week)

Salary: \$37,898 – 47,898 annual (Management/Confidential); benefit package available including: health, dental and vision insurance, paid leave time, NYS Retirement System, Deferred Compensation Plan

Location: Tioga County Personnel and Civil Service Department

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

- a. Completion of at least 30 semester credit hours from a regionally accredited or New York State registered college or university and one (1) year of full-time (or part-time equivalent) clerical work experience within an office environment which involved the maintenance of accounts, records, or financial data; **OR**
- b. Two (2) years of full-time (or part-time equivalent) clerical work experience within an office environment which involved the maintenance of accounts, records, or financial data.

Apply Online: <https://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.*