

Personnel and Civil Service

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NOTICE OF VACANCY OFFICE SPECIALIST I (HELP Program)

Date of Issue: 10/06/2026. 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 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.

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

Status: Contingent Permanent†
Work Hours: Full time, 35-hour workweek
Salary: \$32,411 (CSEA SG III) benefit package available including health, dental and vision insurance, paid leave time, NYS Retirement System, Deferred Compensation Plan
Location: Tioga County Probation

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency.

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

†Please note a Contingent Permanent employee is hired into a position which has been left temporarily vacant by a leave of absence or promotion. If a permanent incumbent to the position exercises his/her right to return to this position the contingent permanent employee will be removed from the position.

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.**