

Personnel and Civil Service

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Bethany O'Rourke Personnel Officer



NOTICE OF VACANCY CONFIDENTIAL ASSISTANT

Date of Issue: 07/24/19: The work involves responsibility for assisting an agency director by coordinating day-to-day administrative functions. Duties include, but are not limited to, program planning, budgeting, fiscal management and statistical record-keeping/reporting. Supervision may be exercised over clerical staff. Work is performed in accordance with policies and objectives outlined by the agency director. The position is distinguished from that of upper level clerical titles by virtue of its expanded scope of program support tasks, increased level of decision-making, and confidential support functions to an agency director. The incumbent possess a good understanding of the organization and work environment, personalities, programs, policies, and procedures of the agency to which the position is assigned to perform work. Does related work as required.

The title of Confidential Assistant is **Competitive**, requiring applicants to meet minimum qualifications established for the position and successfully meet civil service examination requirements. **An examination is anticipated for 2020.** Pending a criminal background check*, a provisional appointment may be made to this position. 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: \$33,670 - \$43,670 (2019, Non Union) benefit package available, paid leave time, NYS Retirement System, Deferred Compensation Plan
Location: Tioga County Public Health Department

MINIMUM QUALIFICATIONS (Either):

- a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and two (2) years of full-time paid experience or its part-time equivalent in business administration*; **OR**
- b) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree and four (4) years of full-time paid experience or its part-time equivalent as defined business administration*; **OR**
- c) Any equivalent combination of training and experience as defined by the limits of (a) or (b).

*Business administration is defined as work involving the coordination of human, physical and financial resources. Experience involves decision making with significant consequences in a combination of areas such as organizing priorities, evaluating and acting on financial records, financial and managerial accounting, organizational behavior, etc. Marketing is not considered to be equivalent to business administration.

Special Requirements: Possession of a valid driver's license appropriate to the vehicles operated or otherwise demonstrate their ability to meet the transportation needs of the job. Must be available in the event of a public health emergency.

Apply Online by using our "Online Application Tool": <https://www.tiogacountyny.com/departments/personnel-civil-service/>

Apply by: APPLICATIONS WILL BE ACCEPTED UNTIL POSITION 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.