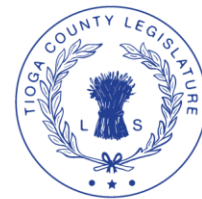


# Personnel and Civil Service

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

☎ 607 687 8494 📠 607 223 7074 🌐 [www.TiogaCountyNY.com](http://www.TiogaCountyNY.com)

**Bethany O'Rourke** Personnel Officer



## NOTICE OF VACANCY

### Secretary to Commissioner of Social Services

**Date of Issue: 04/20/21.** This position involves responsibility for the independent performance of complex and confidential clerical, secretarial and administrative support functions for the Commissioner of Social Services and also Director of Social Services. The incumbent relieves the official of administrative details such as arranging conferences and meetings and answering routine correspondence. The work calls for the frequent exercise of independent judgment in giving out information regarding departmental policies and practices; and in planning the routine of the office. The incumbent works with sensitive and confidential information and must exercise discretion. The correspondence duties of this employee are distinguished by the fact that most letters and releases of a routine recurring nature are composed personally. The incumbent works under general supervision from the Commissioner and Director, receiving detailed instructions only where policies have not been determined. Only unusually important or complicated assignments are checked in detail upon completion. The incumbent also maintains the level of professionalism by maintaining confidentiality within the office environment. Incumbent must maintain a high level of professionalism and maintain confidentiality while working cooperatively with other County departments, State and Local agencies and the general public. Employee in this title may exercise immediate supervision over the work of clerical assistants. Does related work as required.

The title of Secretary to Commissioner of Social Services is classified as **Exempt** under Tioga County Civil Service Rules. Preferred qualifications are listed below. The appointee serves at the pleasure of the Commissioner. For non-Tioga County employee candidates, a criminal background check\* will be conducted upon a conditional offer of employment.

**Status:** Permanent  
**Work Hours:** Full time, days; 35-hour work week  
**Salary:** \$36,742 - \$46,742 / Annual Non-Union; benefit package available including: health insurance, paid leave time, NYS Retirement System, Deferred Compensation Plan  
**Location:** Tioga County Department of Social Services

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

- a. Possession of an Associate's degree from a regionally accredited or New York State registered college; and two (2) years of full-time (or the part-time equivalent) office clerical experience; **OR**
- b. Four (4) years 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.

**APPLY ONLINE** by using our "Online Application Tool":

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

**Apply by: Applications will be accepted until 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.