

Personnel and Civil Service

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



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Bethany O'Rourke Personnel Officer

NOTICE OF VACANCY Office Specialist I

Date of Issue: 08/04/2021. Re-issued 11/08/2021. 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 is 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 **Competitive**, requiring applicants to meet minimum qualifications established for the position. A criminal background check* is required. Permanent employment requires successful completion of the civil service examination requirements. **For more information or to apply, view Office Specialist I #50000 under continuous recruitment examination announcements.**

Status: Permanent
Work Hours: Full-time, Monday – Friday (35 hour work week)
Salary: \$26,779 (2021 CSEA SG III); Benefit package available including: health, dental, and vision insurance, paid leave time, NYS Retirement System, Deferred Compensation Plan
Location: Tioga County Department of Social Services

Minimum qualifications: Graduation from high school or possession of a high school equivalency.

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

Apply by: 12/03/2021 for next exam holding; applications accepted on a continuous basis

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.