



Yates County Office of Civil Service  
 417 Liberty Street  
 Penn Yan, NY 14527

## VACANCY ANNOUNCEMENT: CONFIDENTIAL ADMINISTRATIVE ASSISTANT

### YATES COUNTY IS SEEKING APPLICANTS FOR *CONFIDENTIAL ADMINISTRATIVE ASSISTANT* TO FILL 1 VACANCY

<b>Type of Appointment:</b>	Provisional	<b>Rate of Pay:</b>	\$47,000 - \$53,000 annually <i>(Commensurate with experience)</i>
<b>Position Status:</b>	Full Time – 40 Hours/Week		
<b>Classification:</b>	Competitive		
<b>Location:</b>	Yates County	<b>Contract:</b>	Non-Union
<b>Department:</b>	Human Resources/County Administration		
<b>Vacancy:</b>	1 position currently vacant	<b>Exam Date:</b>	TBD
<b>Residency Requirement:</b>	Candidates must be legal residents of Yates, Seneca, Steuben, Schuyler, or Ontario County 30 days prior to submitting your application.	<b>Application Fee:</b>	NOT APPLICABLE <i>(Exam will require a fee)</i>
<b>Posted:</b>	November 12, 2024	<b>Application Deadline:</b>	December 11, 2024
<b>Anticipated Start Date:</b>	January 6, 2025		

### CONFIDENTIAL ADMINISTRATIVE ASSISTANT - JOB DESCRIPTION

**DISTINGUISHING FEATURES OF THE CLASS:**

This position involves responsibility for performing confidential, complex secretarial tasks for the County Administrator and Human Resources Department. The incumbent performs a variety of tasks in support of the County Administrator's executive function, as well as assisting the Human Resources Department in administering Civil Service and human resources functions for County departments and all civil divisions under the jurisdiction of Yates County. The Confidential Administrative Assistant has responsibility for day-to-day operation of the Administrative Suite, including maintenance of records, serving as initial contact for employees, department heads, and the general public, and the coordination and scheduling of meetings and appointments. The work is performed under the general supervision of the Director of Human Resources with wide latitude allowed for independent judgment in providing effective administrative and clerical support. Does related work as required.

**TYPICAL WORK ACTIVITIES (Illustrative Only):**

- Provides direct customer service support by screening and responding to inquiries from employees, department heads, officials of civil divisions, and the general public;
- Performs general office duties such as answering telephone and forwarding calls, faxing, photocopying, processing incoming and outgoing mail, maintaining Laserfiche and/or other electronic records management systems;
- Maintains personnel files for all employees in compliance with related employment laws, safeguards employee information, and ensures records are retained in accordance with retention and disposition schedules;
- Oversees procurement of office supplies, office inventory, and prepares vouchers for payment of bills;
- Receives, reviews, and processes applications submitted for examination and/or open positions, ensuring candidates meet specified qualification standards by collecting required supporting documentation;
- Supports the Civil Service Examination process, including examination planning and preparation, candidate correspondence, collection of fees, and assisting in the proctoring of exams (which are generally held outside of normal business hours);
- May assist with recruitment efforts by creating and posting advertisements for vacancies/positions and/or Civil Service Exams to be posted internally or externally for County departments and/or other entities as requested;
- Contributes to the oversight of digital platforms and electronic communications;
- Assists in the development and execution of employee morale and wellness initiatives/programs;
- Prepares and disseminates informational materials and correspondence to advance the mission of the County;
- Schedules meetings or appointments for the County Administrator and Director of Human Resources, and supports preparation and coordination of such meetings as requested;
- May attend outreach events as a representative of the County, such as job fairs or community resources events;
- Attends conferences, seminars, and meetings, as appropriate;
- Performs other duties as assigned.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of principles and practices of office management, organizational reporting, and communication;  
Thorough knowledge of office terminology, procedures, and operation of equipment;  
Ability to proficiently operate a personal computer, using common software programs such as Microsoft Word, Excel, Outlook, internet, and other position related systems;  
Ability to effectively communicate and express oneself clearly, both orally and in writing;  
Ability to establish and maintain effective working relationships with department heads, municipal officials, employees, and the public, resulting in excellent customer service at all times;  
Ability to maintain confidentiality, utilize sound judgment, and respond to shifting priorities and multiple competing demands;  
Ability to handle routine administrative details and tasks independently, including maintaining accurate records and preparing appropriate correspondence;  
Ability to exercise appropriate judgment in answering questions and providing information;  
Must demonstrate integrity, initiative, courtesy, and dependability;  
Resourcefulness in the solution of complex administrative problems;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- a) Possession of an Associate's Degree in Business Administration, Human Resources, or a closely related field; **OR**
- b) Graduation from high school, or possession of a high school equivalency diploma; AND two (2) years secretarial experience working in an office setting; **OR**
- c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**SPECIAL REQUIREMENT(S):**

Possession of a valid New York State Driver's license is required at the time of appointment, and such license must be maintained in good standing throughout the tenure of employment in the position.

**BACKGROUND INVESTIGATION AND ADDITIONAL SCREENINGS:** Each candidate will be subject to a thorough background investigation. Applicants may be required to authorize access to educational, financial, employment, criminal history, mental health records or other records. Conviction of a felony will bar appointment. Conviction of a misdemeanor or other offense is subject to evaluation and may bar appointment. Additional investigations may include but are not limited to questionnaires, interviews and background checks of any nature. At the discretion of the employing law enforcement agency, candidates may be subject to additional screenings as a term and condition of employment, including but not limited to fingerprinting, polygraph and psychological testing. Drug testing is included in the required medical exam. Failure to meet the standards for any screenings may result in disqualification.

**EEOE / DISCLAIMER:**

Yates County is an Equal Employment Opportunity Employer. Yates County does not unlawfully discriminate in employment because of age, race, creed, color, national origin, sex, sexual orientation, disability, marital status, arrest and/or criminal conviction record unless based on a bona fide occupational qualification or other exception, genetic predisposition, or domestic violence victim status.

The Yates County Personnel Office is responsible for job titles for all public employment positions within Yates County, excluding NYS Department of Education positions. There are numerous job titles that are shared between all of our appointing authorities. **Exam announcements** that are distributed for a job title you have within your workforce does not automatically mean that position is vacant, will become vacant or is currently being recruited for. It is the Personnel Officer's responsibility to be prepared for anticipated job vacancies, therefore, exams may be given in anticipation of upcoming retirements, promotions, etc. Requests to order exams may be submitted by appointing authorities as well. The majority of all Civil Service exams are scheduled by NYS Civil Service. Some exams, for example, are only given every 4 years, so it is in our best interest to give such exams when offered in order to be prepared. If a position is vacant or will become vacant, a **Vacancy Announcement** will be distributed and, on that announcement, it includes the work location along with other pertinent details pertaining to the location for which the vacancy will occur. **Exam Announcements are different from Vacancy Announcements and should not be misconstrued as being an advertisement for an open position.**