St. Lawrence County Government
Position Advertisement Form

St. Lawrence County Community Services Department is in search of:

Office Manager

2019 Base Salary: $41,363

This position involves responsibility for overseeing operations and activities of an office. This position requires moderately difficult clerical work involving independent performance of financial account and record keeping tasks. It also involves responsibility for performing highly complex clerical duties and administrative support tasks to further the overall work of the department. The work may require decision making as to methods to be used and classification of records and accounts. The incumbent works under general supervision with considerable leeway allowed for the use of independent judgment in carrying out work assignments. The incumbent does related work as required.

MINIMUM QUALIFICATIONS: Either:

(A)   Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Secretarial Science, Business Administration, Business Management, Office Technology, Accounting, or Computer Information Systems and one (1) year of full-time paid experience in office management which shall have included financial and clerical duties involving the use of automated software applications; **OR**

(B)   Graduation from high school, possession of a high school equivalency diploma or possession of an Individual Educational Degree and three (3) years of full-time paid experience as stated in (A) above.

This is a provisional appointment. The successful applicant will need to take a civil service examination and score within the top three interested candidates in order to be permanently appointed.

Applications received until the position is filled. Send application resume to:
Human Resources Office
48 Court Street
Canton, NY 13617

Applications can be obtained from the county's website, www.slcpersonnel.org or by contacting the Human Resources Office at (315)379-2210. **AA/EEO.**