

St. Lawrence County Government
Position Advertisement Form

St. Lawrence County Emergency Services is in search of:

Secretary I

Salary: \$40,579 with excellent benefits as described below

Benefits: Generous vacation and sick time allowance, Public Service Loan Forgiveness eligibility and the option to enroll in the St. Lawrence County's health insurance or opt out of the insurance and receive a buyout in the amount of \$2,000 for single coverage or \$4,000 for family.

An employee in this class is responsible for independently performing complex clerical operations and administrative support tasks for a department head, administrative officer or program manager. Incumbents typically spend approximately one half of the work time keyboarding and the rest of the time on record keeping and routine administrative tasks. Employees in this class work under general supervision receiving detailed instructions only where policies have not been determined. This class differs from that of Administrative Assistant by the increased time spent on keyboarding activities and the more limited scope and decision-making responsibilities. 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 or related field and one (1) year of clerical experience which involved typing or keyboarding primarily for word processing; **OR**
- B) Graduation from high school, possession of a high school equivalency diploma or possession of an Individual Education Plan diploma and three (3) years of experience as stated in (A) above.

Additional Employment Information: **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 accepted until position has been filled. Send application/resume to:

St. Lawrence County Human Resources Office
48 Court Street
Canton, NY 13617

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

12/15/2021