



**Office of Personnel and Civil Service
Job Announcement
Please Post Conspicuously**

Michael Mascarenas
County Manager

Stephen McNally
Chairman of the Board

TITLE: **OFFICE MANAGER or GRANT ASSISTANT or
JUNIOR PLANNER or PROJECT COORDINATOR or
PRINCIPAL ACCOUNT CLERK**
(Provisional * Appointment)

SALARY: **Office Manager: \$30.35/HR.**
 Grant Assistant: \$28.95/HR.
 Junior Planner: \$28.95/HR.
 Project Coordinator: \$27.93/HR.
 Principal Account Clerk: \$27.93/HR
Current employees hired **PRIOR** to 2009, please contact the Personnel Office for rate of pay.

LOCATION: Essex County Community Resources, Elizabethtown.

BENEFITS: Health Insurance, Dental Insurance, Sick, Vacation, and Personal time, NYS Retirement, Life Insurance, Flexible Spending Plan, Paid Holidays, Employee Assistance Program, and Employee Premium Enhancement and 37 ½ Hour work weeks (Monday-Friday).

JOB SUMMARY: OFFICE MANAGER- The position involves assisting a department head or administrator by coordinating day-to-day office management and administrative functions. Duties include, but are not limited to, program planning, budgeting, supervision of clerical staff, fiscal management and statistical record-keeping/reporting. Work is performed in accordance with policies and objectives outlined by the department head with wide leeway allowed for the exercise of independent judgment in applying policy to specific cases. Supervision is exercised over the work of subordinate clerical staff. Does related work as required.

MINIMUM QUALIFICATIONS: OFFICE MANAGER- Either:

- A) Possession of a Bachelor's Degree and one (1) year of experience in an office management or senior level clerical position; OR
- B) Possession of an Associate's degree and three (3) years' experience in office management or senior level clerical position; OR
- C) Graduation from high school or possession of an equivalency diploma and five (5) years of experience in an office management or senior level clerical position; OR
- D) Any equivalent combination of training and experience as defined by the limits of A, B, and C above.

Residency Requirement: There is **no** residency requirement.

(OVER)



Essex County Dept. of Personnel & Civil Service
Essex County Government Center, 7551 Court Street, P.O. Box 217, Elizabethtown, NY 12932



essexcountyny.gov/personnel-and-civil-service



518.873.3360

Essex County is an Equal Opportunity Employer

JOB SUMMARY: GRANT ASSISTANT- This is a professional position involving the responsibility for researching, identifying and developing grant applications. An employee in this class will be required to write grants and assist others in preparing grant proposals. The work is performed under the supervision of the Director of Community Resources and the County Planner with some leeway allowed for the exercise of independent judgement. The incumbent does related work as required.

MINIMUM QUALIFICATIONS: GRANT ASSISTANT-Either:

- A) Possession of a Bachelor's degree in Public Administration, Business Administration, Planning or Environmental Science; or
- B) Possession an Associate's degree in Business Administration or Social Sciences and two (2) years of experience preparing acceptable grant documentation; or
- C) An equivalent combination of training and experience as defined in A) and B) above.

JOB SUMMARY: JUNIOR PLANNER- This is a beginning level of professional work in the field of planning. Employees in this class perform limited office and field assignments in connection with municipal, regional, or community planning. The incumbents in this class assist in research, preparation of reports and studies with regard to planning problems. The work is performed under the direct supervision of the County Planner or higher-level Planning Office employee. Occasional supervision may be exercised over the clerical personnel. The incumbent does related work as required.

MINIMUM QUALIFICATIONS: JUNIOR PLANNER- Possession of a Bachelor's degree in sociology, economics, geography, government, public administration, architecture, landscape architecture, civil or environmental engineering, environmental studies, planning, or a field similarly related to planning.

JOB SUMMARY: PROJECT COORDINATOR- This is a professional position involving the responsibility for the coordination of various events in the planning, administration and project development of grant-funded projects. The work is performed under the supervision of the Director of Community Resources and the Project Manager with some leeway allowed for the exercise of independent judgement. The incumbent does related work as required.

MINIMUM QUALIFICATIONS: PROJECT COORDINATOR- Either:

- A) Possession of a Bachelor's degree in Business Administration, Planning or related field; or
- B) Possession of an Associate's degree in Business Administration or Social Sciences and two (2) years of experience in grant administration; or
- C) An equivalent combination of training and experience as defined in A) and B) above.

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JOB SUMMARY: PRINCIPAL ACCOUNT CLERK- The work involves responsibility for planning and overseeing complex account keeping activities and independently performing the most important phases of such work. Work is performed under general supervision and in accordance with outlined policies and procedures but calls for the frequent exercise of independent judgement. Difficult technical or policy problems are referred to a supervisor for decision or review of judgement where recommendations are initiated. The incumbent does related work as required.

MINIMUM QUALIFICATIONS: PRINCIPAL ACCOUNT CLERK-

- (a) Possession of an Associate's Degree in Accounting, Business Administration or Economics and three (3) years of experience in maintaining financial accounts and records; or
- (b) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience in maintaining financial account and records; 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.

Additional Information: Qualified candidates will be subject to a Civil Service examination to be announcement at a later date. Applications will be accepted until the closing date for the examination. Persons seeking employment with Essex County shall be required to submit to a drug and alcohol screening/testing, pre-employment physical, and additionally may be required to submit to a fingerprint background check, depending upon the specific requirements of the position.

Posting Date: August 27th, 2026

Application Deadline: September 28th, 2026

*The term provisional means that you will be required to take the next civil service examination for this title and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.



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