

Essex County Announces

A Vacancy for an Engineering Assistant

Essex County does not Discriminate the Handicapped in Employment or the Provision of Services
Essex County is an Equal Opportunity Employer

For further information and applications contact
ESSEX COUNTY DEPARTMENT OF PERSONNEL AND CIVIL SERVICE
Essex County Government Center
7551 Court Street - P.O. Box 217
Elizabethtown, New York 12932 Tel: 873-3360
<http://www.co.essex.ny.us/jobs.asp>

VACANCY: ESSEX COUNTY DEPARTMENT OF PUBLIC WORKS

SALARY: \$22.62/HR.

****Employees hired PRIOR to 2009, please contact the Personnel Office for rate of pay****

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing a wide range of administrative tasks related to the correspondence, filing, calendar management, work coordination, customer service, information gathering, compilation of reports, etc. in a professional office with Engineers. The work is of a clerical nature and is performed under the general direction of the Superintendent of Public Works and the direct supervision of the Environmental Manager. The incumbent does related work as required.

PROMOTION QUALIFICATIONS:

Three (3) years of permanent competitive status as an Administrative Assistant or a Senior Account Clerk in the Essex County Department of Public Works.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Business Administration or related field and three (3) years of paid office experience in a public or private business; or
- (b) Graduation from high school or possession of a high school equivalency diploma and five (5) years of paid office experience in a public or private business; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

NOTE: *Related education beyond high school can be substituted for experience on a year-to-year basis.*

**LAST DATE TO SUBMIT APPLICATIONS FOR PROVISIONAL APPOINTMENT IS
APRIL 14TH, 2022**

QUALIFIED CANDIDATES WILL BE SUBJECT TO A CIVIL SERVICE EXAMINATION TO BE ANNOUNCED AT A LATER DATE. APPLICATIONS WILL BE ACCEPTED UNTIL THE ANNOUNCED CLOSING DATE FOR THE EXAMINATION. PERSONS SEEKING EMPLOYMENT WITH ESSEX COUNTY SHALL BE REQUIRED TO SUBMIT TO FINGERPRINT BACKGROUND CHECK, DRUG AND ALCOHOL SCREENING AND TESTING, AS WELL AS A PRE-EMPLOYMENT PHYSICAL.

04/04/2022