

## CHENANGO COUNTY VACANCY NOTICE

<b>Job Title:</b>	Administrative Assistant
<b>Location of Position:</b>	Chenango County Behavioral Health Services Department
<b>Hours per week:</b>	Minimum 37.5 hours per week
<b>Responsibilities/Duties:</b>	Duties involve coordinating the day-to-day office management and administrative functions of the department.
<b>Minimum Qualifications:</b>	To qualify candidates must possess an Associate's Degree in Secretarial Science, Office Technology or a closely related field AND three years of secretarial or office management experience which included or was supplemented by one year of responsibility for the supervision of clerical employees; OR) Graduation from high school or possession of a high school equivalency diploma AND five years of secretarial or office management experience which included or was supplemented by one year of responsibility for the supervision of clerical employees; OR An equivalent combination of training and experience as defined by the limits above.
<b>Salary:</b>	\$41,886 per hour
<b>Benefits:</b>	<ul style="list-style-type: none"> <li>• Health, dental and vision insurance</li> <li>• Generous leave time benefits &amp; paid holidays</li> <li>• NYS Retirement System membership</li> <li>• 457(b) tax deferred retirement savings plan</li> <li>• Eligibility for federal student loan forgiveness program</li> </ul>
<b>Starting Date:</b>	Immediate opening.
<b>To Apply:</b>	For applications, contact the Chenango County Personnel Department at (607) 337-1470 or visit <a href="http://www.co.chenango.ny.us/personnel">www.co.chenango.ny.us/personnel</a>
<p>Chenango County is an Equal Opportunity/Affirmative Action employer and does not discriminate on the basis of one's race, including hairstyles or traits associated with race, creed, color, national origin, age, sex, religion, disability, sexual orientation, gender identity or expression, marital status, military status, familial status, domestic violence victim status, predisposing genetic characteristics, prior arrest or conviction record, reproductive health decision making, or any other status protected by State or Federal Law.</p> <p>EEOE M/F/H/V</p>	