

DATE: December 10, 2024

TO: **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**
(This is a competitive class position and there is currently open competitive and promotional eligible lists.)



FROM: Brendan Masterson, Commissioner of Department of Public Works
313 Shamrock Lane, Kingston, NY 12401

JOB VACANCY: Administrative Assistant/Typist / Contingent Permanent/Temporary / Full-Time / Benefited

LOCATION: Pub Works Bldg

SALARY: \$27.31 / hour (Grade 12)

FILL DATE: January 2, 2025

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for office management and liaison work involving the frequent exercise of independent judgment in planning and coordinating the non-technical activities of a department or major unit, or in applying policy. In order to free the time of the department head or administrator, the incumbent will facilitate administrative determinations which have been reviewed and approved. A significant portion of the work involves typing. This position is distinguished from Administrative Aide/Typist by virtue of the higher level of responsibility and complexity of the work performed. Work is performed under general supervision with wide leeway allowed for independent decision. Supervision is exercised over subordinate employees assigned to the department or unit. Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of office terminology, procedures and methods; thorough knowledge of Business Arithmetic and English; good knowledge of the principles and practices of office and personnel management; good knowledge of the functions of local government and the relationship among departments, and the interaction between public and private agencies; working knowledge of the principles and practices of account keeping and budget control; ability to train, organize, assign, coordinate, and review the work of clerical subordinates; ability to understand and apply complex oral and written directions; ability to prepare correspondence and reports; ability to type accurately at an acceptable rate of speed; ability to secure the cooperation of others and to deal effectively with the public; ability to readily acquire familiarity with departmental organization, functions, laws, policies and regulations; ability to use automated office equipment; good judgment in solving complex clerical and administrative problems; initiative and resourcefulness; tact, courtesy, integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's or higher level degree in Business Administration, Secretarial Science or a related field, and one (1) year of full-time paid, or its part-time equivalent, work experience in a supervisory secretarial position which involved responsibility for administrative details; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Business Administration, Secretarial Science or a related field, and three (3) years of full-time paid, or its part-time equivalent, work experience as defined by the limits of A above; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and five (5) years of full-time paid, or its part-time equivalent, work experience as defined by the limits of A above; **OR**
- D. An equivalent combination of training and experience as defined by the limits of A, B and C above.

IF COLLEGE OR UNIVERSITY EDUCATION IS INDICATED; TRANSCRIPTS ARE REQUIRED AND SHOULD BE ATTACHED TO ALL APPLICATIONS RECEIVED. A CANDIDATE LACKING THE REQUIRED TRANSCRIPTS WILL RECEIVE A CONDITIONAL APPROVAL PENDING THE RECEIPT OF TRANSCRIPTS.

Special Requirement for appointment to Ulster County positions: In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice Services or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check.

If this is an Ulster County position it will require a criminal background check and a candidate will be required to complete and sign a Criminal Background Investigation Release Form. Upon a conditional employment offer a candidate will be required to be fingerprinted accordingly.

ULSTER COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.