



DATE: March 1, 2023

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

FROM: Dr. Carol Smith, Commissioner of Health
239 Golden Hill Drive, Kingston, New York 12401

JOB VACANCY: Administrative Aide / Permanent / Full-Time / Benefited

LOCATION: Heath Department

SALARY: \$23.15 / hour (Grade 10)

FILL DATE: March 22, 2023

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the performance of a variety of complex clerical and routine administrative duties within an agency. The incumbent may serve as Secretary to a Department Head or other administrator. When employed at Ulster County Community College, the incumbent may perform secretarial duties, but fifty percent of the duties involve the performance of a specialized operational activity of the college. Work is performed under general supervision with leeway allowed for independent decision regarding the application of agency or departmental policy and procedure. Supervision may be exercised over the work of subordinate clerical employees. Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of office terminology, procedures and methods; good knowledge of Business Arithmetic and English; good knowledge of maintenance of financial accounts and records; ability to acquire a thorough knowledge of agency policies and procedures where assigned; ability to use automated office equipment; ability to understand and apply complex written and oral directions; ability to plan and supervise the work of others; ability to meet and deal with the public; clerical aptitude; initiative and resourcefulness; tact, courtesy, and 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 an Associate'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, clerical work experience; **OR**
- B. Graduation from high school or possession of a high school equivalency diploma and three (3) years of full-time paid, or its part-time equivalent, clerical work experience; **OR**
- C. Five (5) years of full-time paid, or its part-time equivalent, clerical work experience; **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 System or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check.

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.