



SENIOR OFFICE ASSISTANT (HELP PROGRAM)

Department of Community and Family Services

Salary Range: \$43,408

This is a mid-level position responsible for providing secretarial and clerical support services to a unit or department. While actual duties may vary according to each unit's needs, the incumbent primarily provides skilled keyboarding services in addition to a range of clerical support functions. The position differs from Office Assistant in that the services it provides tend to be broader and more complex. Typically, the incumbent may work for a satellite office, providing some administrative support to a unit leader, or limited supervision to another clerical support position. The incumbent may be expected to be more familiar with policies relating to the administration of the county or the department. The position differs from Supervising Office Assistant in that any supervision exercised tends to be limited and over a much smaller unit. The work is performed under general departmental guidelines, with some input in the development of unit related procedures in relation to record keeping and support procedures. Supervision may be exercised over the work of lower level employees, including the assignment and review of work and scheduling for coverage.

To view a complete list of job duties, click [here](#).

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma AND:
Two years of full-time clerical work experience, which involved keyboarding.

NOTE: College education may be substituted for the required experience for up to two years with thirty credit hours being equivalent to one year of experience. Your degree or college credit 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.

SPECIAL REQUIREMENTS:

1. Candidates must indicate keyboarding ability; i.e., courses in keyboarding or keyboarding work experience.
2. In some positions in this title, the appointing authority may require employee to acquire licensing as a Notary Public.

WHAT IS THE HELP PROGRAM? The HELP Program was developed to assist New York State in addressing a shortage of workers for some of our most important positions: health and human services. This program waives exam requirements to help New York State agencies more quickly hire diverse, qualified permanent employees.

FINGERPRINTING: A fingerprint supported background investigation is required before an appointment is made to some positions. Pursuant to New York State Executive Law, the Division of Criminal Justice Services requires that a fee accompany each such request for a search. It is due once a job offer is made and accepted by the applicant.

For immediate consideration, submit an application on or before 5/24/2026.

Apply online at www.dutchessny.gov/jobs

OR

Download an application from www.dutchessny.gov/jobs

and mail it to the Dutchess County Department of Human Resources, 22 Market Street,
Poughkeepsie, NY 12601
An EEO/AA Employer