



OFFICE ASSISTANT (HELP PROGRAM)

Various Departments

Salary: \$39,875

This position provides secretarial support to a unit or department. The incumbent primarily performs skilled keyboarding in producing a variety of correspondence, reports, manuals, brochures and case records. Other major functions usually include reception and the taking of notes for meetings. In addition, the incumbent provides a variety of routine clerical services such as filing, photocopying, faxing, maintaining office supplies, sorting and distributing mail and other similar activities. The work is performed under generally well established procedures, with most independent judgment being exercised while performing reception-type duties. This position does not supervise other employees, but may direct the work of aides, interns, temporary employees and other lower level employees.

TYPICAL WORK ACTIVITIES:

Performs skilled keyboarding to produce correspondence, reports, tables and charts, case histories and to maintain large data bases; performs reception work, including providing routine information concerning unit procedures and services, collecting fees, scheduling appointments, gathers, extracts and copies information for use by technical and professional staff; opens new records to program by entering information into system, sending out necessary forms and documents and creating files and labels; files materials in record system in accordance with departmental guidelines; maintains records of time and benefit usage, employee certification and training; opens, time stamps, sorts and distributes mail; takes longhand minutes, reviews records and documents for completeness, compliance with departmental standards and for accuracy; performs a variety of clerical support work based on unit needs including logging records, photocopying, faxing, maintaining office supplies, processing bulk mailings and similar activities.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma AND:

- EITHER: (A) Completion of one year (30) credits of college or business school or secretarial school;
OR: (B) One year of full-time general office experience;
OR: (C) An equivalent combination of education, training and experience between the limits of (A) and (B) above.

SPECIAL REQUIREMENT:

Candidates must indicate keyboarding ability; i.e., courses in keyboarding or keyboarding work experience. 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 04/01/2025.

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

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