



CONFIDENTIAL ADMINISTRATIVE ASSISTANT

Dutchess County Department of Human Resources

Salary Range*: \$58,118-\$71,261
(*depending on experience)

This is an exempt position in the Dutchess County Department of Human Resources. The position provides general administrative support services to a major department head. Duties vary widely from one position to another because the position is greatly dependent upon the particular style and needs of the administrator. Generally, the position acts as the department's representative in the consideration and determination of a wide variety of administrative problems relating to personnel administration, fiscal management, methods analysis, and training. The position involves frequent contact with the head of the department or division wherein located, and the incumbent exercises considerable administrative discretion in interpreting the policies and directions of their superior, in representing him or her in contacts with the public, with other departments and other agencies, and in determining to what extent their superior may be relieved of administrative detail. This position may direct the work of aides, interns, temporary employees and other lower-level employees or this position may be responsible for supervising the work of lower level employees, including performance counseling and appraisals and scheduling for coverage.

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

RECOMMENDED MINIMUM QUALIFICATIONS:

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

- EITHER: (A) An Associate's degree with a major in business, secretarial science, or a closely related field and three (3) years of full-time paid secretarial or general office work which included public contact, and use of software packages for word processing and spreadsheets at a level higher than data entry;
- OR: (B) Five (5) years of full-time paid secretarial or general office work as described in (A);
- OR: (C) An equivalent combination of the training and experience as defined by the limits of (A) and (B) above.

NOTE: College education may be substituted for work experience on a year-for-year basis (30 standard credits equal to one year), up to a maximum of four (4) years.

NOTE: 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.

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.

Dutchess County offers a diverse working environment and generous benefits package including 13 paid holidays, paid time off, comprehensive health, dental and vision insurance, and NYS Retirement.

Civil Service examination is not required for this position.

Apply online at www.dutchessny.gov/jobs

Submit an application on or before 09/05/2025.

An EEO/AA Employer