



## **SUPERVISING OFFICE ASSISTANT**

Department of Community and Family Services

Salary: \$48,008

This position is responsible for supervising a unit of clerical employees engaged in the provision of secretarial or clerical support to a program or service. In addition to providing supervision, the incumbent performs general secretarial/support activities including skilled keyboarding. In some units, the incumbent is involved in additional ancillary activities which often involve the review and processing of program related records or scheduling. This position differs from Principal Program Assistant in that the work focuses on providing supervision over employees performing routine secretarial and/or clerical support, while the Program titles are more involved in processing information and records in directly carrying out portions of a program or service. The work is performed under general departmental procedures or guidelines. The incumbent may often have significant input in the development or modification of such procedures in relation to their expertise in providing efficient secretarial/clerical support. Supervision is exercised over the work of lower level employees, including performance counseling and appraisals and scheduling for coverage.

### **TYPICAL WORK ACTIVITIES:**

Supervises a unit of secretarial/clerical support employees, including the distribution and review of work, coverage of all unit activities, conducting performance appraisals, and significant input in the areas of hiring, discipline and termination; prepares reports or summations concerning unit's or program's activities; attends departmental meetings and disseminates information to unit employees; prepares and maintains manual covering unit procedures, standards and operations; addresses and resolves problem situations such as non-routine activities and working with difficult callers or visitors; processes records for unit or program including such activities as checking for compliance with accepted procedures, transposing or disseminating information, logging records or coordinating the scheduling of appointments; keeps apprised of all updates and changes to operating system and makes necessary changes in procedure.

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma and three (3) 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.

### **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.

**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 10/31/2025.**

Apply online at [www.dutchessny.gov/jobs](http://www.dutchessny.gov/jobs)

OR

Download an application from [www.dutchessny.gov/jobs](http://www.dutchessny.gov/jobs)

and mail it to the Dutchess County Department of Human Resources, 22 Market Street,  
Poughkeepsie, NY 12601

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