



PRINCIPAL PROGRAM ASSISTANT

Office of Veterans Affairs

Salary: \$29.97/hour

This is a provisional part-time position pending future civil service exam in the Dutchess County Office of Veterans Affairs. This position, while responsible for the performance of support functions for a program or service funded by government, has primary responsibility for the assignment of a specialized function which involves independent decision-making and accountability. This position acts as a technical resource person in that area, answering questions which others in the office would not have training to address. In addition, an employee at this level is required to respond to problem transactions brought to them from lower-level employees and to initiate action to address the problems. Work is performed independently under prescribed guidelines, with unusual or precedent changing problems referred to the attention of the supervisor. This position may be responsible for supervising the work of lower-level employees, including performance counseling and appraisals and scheduling for coverage.

TYPICAL WORK ACTIVITIES:

Specializes in providing services for a major internally or externally focused program such as records center management, supplies management, office computerization, grants award management, etc.; prepares and maintains policies and procedure manuals for use by other entities associated with program; acts as a resource for other staff, the public, and clients in the area of program specialization; makes decisions on non-routine questions; Reviews documentation associated with program for conformity with procedures and regulations; explains problems to users or clients and works to resolve such problems; assists in the preparation and maintenance of budget by tracking funds to identify shortfalls/overruns, transferring funds and preparing quarterly reports; collects, researches, and summarizes information from various sources and compiles for action; attends specialized training in area of expertise; may direct the work of a small staff involved in the program.

MINIMUM QUALIFICATIONS:

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| EITHER: | (A) | Completion of sixty college credits and two (2) two years of full time general office work experience which involved public contact; |
| OR: | (B) | Graduation from high school or possession of a high school equivalency diploma and four (4) years of full-time general office work experience which involved public contact; |
| OR: | (C) | An equivalent combination of education, training and experience between the limits of (A) and (B) above. |

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.

NOTE: College education may be substituted for work experience on a year-for-year basis (30 credits equal to one year) for up to three (3) years.

SPECIAL REQUIREMENT:

In some positions, candidate may be required to possess a New York State Driver License at time of appointment and to maintain position.

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 01/30/2026

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

Posted: 12/17/2025