

BOCES

JOB POSTING

TITLE:

ADMINISTRATIVE ASSISTANT (**PROVISIONAL**)

This will be a **PROVISIONAL** civil service appointment. Candidate will be required to take the civil service exam when it is scheduled in the future if this position is not approved as non-competitive by the NYS Civil Service Commission. Permanent appointment will be dependent upon candidate's exam score.

ANTICIPATED:

Full Time- 40 hours/week

JOB DESCRIPTION:

For complete job description please visit:

<http://www.cayugacounty.us/DocumentCenter/View/7992/Administrative-Assistant>

MINIMUM QUALIFICATIONS:

(A) Graduation from a regionally accredited or New York State Registered college or university with a Bachelor's degree in accounting, business administration, public administration or closely related field and one year of administrative or supervisory office or program management experience with a public agency or private business; OR

(B) Graduation from a regionally accredited or New York State Registered two year college or university with an Associate's degree in accounting, business administration, public administration or closely related field and three years of administrative or supervisory office or program management experience with a public agency or private business; OR

(C) Graduation from high school or possession of a high school equivalency diploma and five years of administrative or supervisory office or program management experience with a public agency or private business; OR

(D) An equivalent combination of training and experience as defined by the limits of (A), (B), and (C).

COMPENSATION:

\$48,299-COE/yr.

APPLICATION DEADLINE:

11/30/2025.

HOW TO APPLY:

Applications must be submitted to Cayuga County Civil Service. To view the job posting and application instructions, please visit: <https://mycivilservice.cayugacounty.us/jobopps>