

JOB OPPORTUNITY



WYOMING COUNTY DEPARTMENT OF HUMAN RESOURCES & CIVIL SERVICE

PLEASE POST CONSPICUOUSLY

WYOMING COUNTY DEPARTMENT OF HUMAN RESOURCES & CIVIL SERVICE ANNOUNCES
AN OPEN COMPETITIVE POSITION FOR

SECRETARY II: DEPARTMENT OF SOCIAL SERVICES

HOURS: 8:30 A.M – 4:30 P.M. **SALARY:** \$21.26 - \$24.65 per hour
Full Time

LOCATION: Wyoming County Department of Social Services
P.O. BOX 231, Warsaw, New York 14569

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing highly complex duties and administrative support tasks to further the overall work of the organization or program. Incumbents typically serve as a personal secretary to the head of the department or major division relieving them of administrative and business detail and resolving day-to day operational problems. This position differs from that of Secretary I by virtue of its expanded scope of program support tasks, increased level of decision makings and the relatively small amount of time spent in the operation of office equipment. The work is performed under the general supervision of an administration with considerable leeway allowed for the use of independent judgment in carrying out the details of the work. Supervision may be exercised over the work of clerical subordinates.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in secretarial science or closely related field and two (2) years of clerical experience which involve the operation of a computer for word-processing, database or spreadsheet applications; OR
- B. Graduation from high school or possession of a high school equivalency diploma and four (4) years of work experience defined in (A); OR
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B).

SPECIAL REQUIREMENT: Possession of a valid New York State Driver's License appropriate to the vehicles operated or otherwise demonstrates their ability to meet the transportation needs of the job.

COMPETITIVE
118.366

WYOMING COUNTY RESIDENTS MAY BE GIVEN FIRST PREFERENCE.

Wyoming County is an Equal Opportunity Employer

Applicants must meet **ALL** minimum qualifications listed in order to be eligible for appointment.

ISSUED: 11/12/2025

THE INCUMBENT WILL BE A PROVISIONAL APPOINTMENT.

NOTES:

1. Candidates **MUST** submit a copy of transcripts showing degree area and date degree conferred with application.
2. Degree(s) 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. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.

NOTICE: *If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to the Human Resources Office.*

Please note that your application will **NOT** be forwarded to the hiring manager until we have received the following information: Civil Service Application and any supporting documentation listed in the minimum qualifications; such as licenses, high school diploma, certificates, Associate's or Bachelor's degree, etc. Applications can be found on our website at <https://www.wyomingcountyny.gov/165/Applications-Forms>. You can complete your application online at the follow link: <https://www.wyomingcountyny.gov/FormCenter/Human-Resources-48/Application-for-Employment-190>. If you have any questions, or would like to email your application and additional documents please contact jschmidt@wyomingcountyny.gov or 585-786-8830.