## Job Title

Junior Administrative Assistant

## Department

Health

## Division/Work Unit

Emergency Medial Services

## Bargaining Unit

CSEA

## Salary

Job Group 07

Starting salary for external candidates: $49,379. (Non-Negotiable)

## Employment Type

 Full-Time

## Appointment Type

Provisional

## Provisional Appointment Notice

This position is classified within the competitive class of the New York State Civil Service system and, as such, is subject to the examination and appointment requirements prescribed by Civil Service Law. Permanent appointment will be contingent upon success in a future civil service examination and subsequent placement on the resulting eligible list. Being reachable on the eligible list does not guarantee permanent appointment. Appointments will be made in accordance with the New York State Civil Service Law, including “Rule-of-Three”.

## Shift

Monday through Friday 8:00AM – 4:00PM

## Location

Emergency Medical Services – 500 Commerce Dr., Amherst, NY 14228

## Distinguishing Features of the Class

The work involves performing routine administrative and clerical tasks in a County department. The incumbent performs clerical, record keeping and receptionist duties under the direct supervision of a more senior employee. Supervision may be exercised over lower level clerical employees. Does related work as required.

## Typical Work Activities

* Assists clerically in the operation of the department;
* Assists in the coordination, administratively, of the functions of the department with other departments;
* Assists in the preparation of budgetary requests and other financial matters of the department;
* Provides routine technical assistance and acts in an advisory capacity on varied matters;

## Minimum Qualifications

A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and two (2) years of satisfactory administrative or para-professional experience in accounting, public administration, financial management or closely related field; or:

B) Graduation from high school or possession of a high school equivalency diploma and five (5) years of satisfactory administrative or para-professional experience in accounting, public administration, personnel administration, financial management or closely related field; or:

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

## Special Requirements

N/A

## Criminal Background Check

In accordance with New York State law, a criminal background check may be conducted after a conditional offer of employment has been made. A prior conviction will not automatically disqualify a candidate from employment, unless required by law or directly related to the duties of the position. Certain positions may be subject to additional background screening based on statutory or regulatory requirements.

## Remote Work Eligibility

This position may be eligible for one remote work day per week, subject to departmental needs and supervisory approval, after successful completion of the probationary period. Participation in remote work is not guaranteed and may be modified or revoked at any time.

## Diversity Statement

Erie County is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, national origin, sex, age, disability, genetic information, sexual orientation, gender identity or expression, veteran status, or any other legally protected status.

## Visa Sponsorship

Erie County does not sponsor employment-based visa status for any position. All applicants must be legally authorized to work in the United States at the time of application and throughout the duration of employment, without the need for current or future visa sponsorship.

**Candidates applying to this position should have taken the Junior Administrative Assistant exam# 68636010 given on May 3, 2025.**

## This Notice Will be posted for the period: Through and Including

May 28, 2025 - June 10, 2025

PLEASE REPLY IN WRITING (RESUME/TRANSCRIPT) TO: Tia Johnson, 95 FRANKLIN ST. ROOM 604, BUFFALO NY 14202 OR EMAIL TIA.JOHNSON@ERIE.GOV