



MADISON COUNTY DEPARTMENT OF HUMAN RESOURCES

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VACANCY ANNOUNCEMENT

OFFICE ASSISTANT II (HELPS PROGRAM) – Probation Department ***(COUNTY APPLICATION REQUIRED- Go to: <https://madison-portal.mycivilservice.com>)***

The Madison County Probation Department seeks a full-time Office Assistant II that involves responsibility for independently performing complex clerical operations and administrative support tasks for an administrative officer or program manager. Incumbents spend a substantial amount of time operating a personal computer, word processor or typewriter and the rest of the time on routine administrative tasks to ensure the efficient workflow of the office. The work also involves responsibility for the entry and retrieval of information using software on a computer and using a computer to produce printed material such as letters, memoranda and forms. Incumbents work under general supervision, receiving detailed instructions only where policies have not yet been determined. This class differs from that of Office Assistant I by the increased time spent on operating software and the more limited scope of duties and decision-making responsibilities. The incumbent does related work as required.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of an Associate's degree, or higher, in Business Administration, Secretarial Science or a closely related field and one (1) year of full-time paid clerical experience, or its part-time equivalent, which involved 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 three (3) years of experience as defined in (A) OR
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

NOTE: 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 your degree was awarded by an educational institution outside of 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 on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.

PROMOTION MINIMUM QUALIFICATIONS: Limited to employees with at least two (2) years of continuous full-time service, or its permanent part-time equivalent, in an entry-level clerical position immediately preceding the date of the examination in a jurisdiction whose Civil Service is administered by the Madison County Department of Human Resources.

2026 Hire Rate: \$22.78/hr (37.5 hrs/wk)

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