

PLEASE POST CONSPICUOUSLY

**OTSEGO COUNTY HAS THE FOLLOWING VACANCY:**

**County Administrator Department**

***Special Assistant to the County Administrator***

**\$60,057 - \$73,403**

**DATED: April 15, 2026**

**LAST DAY FOR FILING: April 28, 2026**

**EOE**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for assisting the County Administrator with the clerical and administrative duties of the County Administration Department. The incumbent will perform a variety of duties using computer applications and software programs, prepare confidential correspondence, provide services and information to County departments, other agencies and the general public, assist in budget studies and in the preparation of the County budget, and perform other related duties. The incumbent will work under the direct supervision of the County Administrator, with leeway allowed for the exercise of independent judgment in planning and carrying out the details of the work.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Prepares confidential correspondence on matters where both policies and procedures have been clearly defined and where a brief explanation is provided;
- Assists in budget studies and in the preparation of the County budget;
- Performs a variety of duties using computer applications and software programs;
- Provides services and information to County departments, other agencies and the general public;
- Schedules meetings or conferences for the County Administrator and may brief attendees on subject matter prior to meetings;
- Screens callers and visitors to determine nature of inquiry and refers to the appropriate person or office;
- Handles filing and office management for the County Administrator;
- Assists the County Administrator in his/her role as Public Information Officer for the County as needed, including scheduling of press engagements and preparation of press releases;
- Attends meetings as directed by the County Administrator;
- Coordinates purchasing for the County Administrator's Office;
- Receives, handles, sorts and distributes all incoming and outgoing mail;
- Assists County Administrator, County Attorney and Clerk of the Board with Committee and Board Meeting agendas;
- Assist the County Administrator and the Clerk of the Board in the County contracting process;
- Other duties as assigned by the County Administrator.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:** Good knowledge of office management terminology, techniques, practices, procedures and equipment of the County Administrator's Office; good knowledge of a wide variety of computer applications and software such as spreadsheets, word processing, and database application; knowledge of the principles of government organization, function, laws, and policies; knowledge of budget process and budget documents; ability to communicate effectively both orally and in writing; ability to maintain records and documents in the organization and administration of office tasks; ability to prepare written reports; ability to deal effectively and professionally with all types of individuals; ability to handle highly confidential information.

**MINIMUM QUALIFICATIONS:** Either:

- a) Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees, with a Bachelor's degree or higher in Business Administration, Accounting, or Public Administration/Affairs, or a related field, and

one (1) year full-time experience in an administrative or higher level clerical position with responsibilities in accounting, or assisting in the preparation of budget or financial reports preferably working in government; OR

- b) Graduation from a regionally accredited or New York State registered 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, Business Administration, Accounting, or a related field, and three (3) years full-time experience in an administrative or higher level clerical position with responsibilities in accounting, or assisting in the preparation of budget or financial reports preferably working in government.
- c) Graduation from high school or possession of a New York State equivalency diploma and six (6) years of full-time higher level secretarial or clerical experience as outlined in (a) and (b) above.

**NOTE:**

1. Successful completion of coursework in business administration, accounting, finance or a closely related field at a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, may be substituted for the required experience with three (3) semester credit hours for related coursework as indicated above being equivalent to three (3) months of experience, up to half of the practical work experience required.

2. Transcripts may be submitted for fields described above to support an applicant's successful completion of course work in the fields or closely related fields as described in the minimum qualifications.

CLASSIFICATION: Pending submittal and approval of exempt jurisdictional classification by the NYS Civil Service Commission.

Applications are available at the Otsego County Personnel/Civil Service Department, 183 Main Street, Cooperstown, NY 13326 or online at [www.otsegocountyny.gov](http://www.otsegocountyny.gov)