



CATTARAUGUS COUNTY CIVIL SERVICE

HUMAN RESOURCES DEPARTMENT

303 Court Street * Little Valley, NY 14755 * (716) 938-2281 * FAX (716) 938-2759

Kristine M. Phinney, Personnel Officer

ADMINISTRATIVE SECRETARY

Department of Aging and Youth Services

1 Leo Moss Drive

Olean, NY 14760

Title	No. Positions	Salary
Administrative Secretary*	1	Grade N18- \$23.64 per hour
Cattaraugus County Bargaining Unit Members would be hired at Grade 18 - \$25.76-\$28.32 per hour		

*This position is a temporary appointment that is expected to be made permanent with the 2026 budget approval.

The work of employees in this class is distinguished by the fact that responsibility is involved for independently performing complex clerical operations and for relieving superiors of administrative details by arranging their conferences for them and relieving them of contacts which should properly be made with subordinate officials. This work calls for the frequent exercise of independent judgement in giving out information regarding departmental policies and practices, and in planning the routine of an office. The correspondence duties of these employees are distinguished by the fact that most letters and releases of a routine recurring nature are composed personally except when new problems arise. Employees in this class work under general supervision, receiving detailed instructions only upon work where policies have not been determined. Only unusually important or complicated assignments are checked in detail upon completion. Employees in this class may exercise immediate supervision over the work of clerical assistants. Employees in this class have more public contact assignments involving agency wide policies than is characteristic of positions allocated to the class of Keyboard Specialist II. An Administrative Secretary does related work as required.

Minimum Qualifications:

Graduation from high school or possession of a high school equivalency diploma and three (3) years of clerical office experience.*

*Possession of a degree or diploma in secretarial sciences, business administration, paralegal studies or related field may be substituted for up to two (2) years of the experience above on a year-to-year basis with 30 credit hours equal to one (1) year of experience. One (1) year of experience is required. Additional training beyond the two (2) years allowed may not be substituted for this one year of required experience.

NOTE: Your degree 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 the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the New York State Civil Service website. You must pay the required evaluation fee.

Interested applicants must complete a Civil Service Application and submit it prior to 11:59pm on September 11, 2025 to:

Cattaraugus County Civil Service

303 Court Street

Little Valley, NY 14755

Applications are available at the Cattaraugus County website: <https://cattco-portal.mycivilservice.com> .

Cattaraugus County - an Equal Opportunity Employer

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