



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

SECRETARY TO THE DIRECTOR (DEPT. OF NURSING HOMES)

<u>Title</u>	<u>No. Positions</u>	<u>Salary</u>
Secretary to the Director (Dept. of Nursing Homes) The Pines Machias	1	\$27.67 per hour Grade 17 – Management Confidential Plan

The work is distinguished by the fact that responsibility is involved for independently performing complex clerical operations and for relieving superiors of administrative details. The work calls for the frequent exercise of independent judgement in giving out information regarding departmental policies and practices. The work is performed under general supervision of a Director of Nursing Homes or Nursing Home Administrator. Supervision may be exercised over the work of clerical assistants. A Secretary to the Director (Department of Nursing Homes) performs 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 June 22, 2026, 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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