

ADMINISTRATIVE SUPPORT I

NYS OMH & OASAS certified outpatient clinic serving adults and adolescents in Schoharie County seeking highly motivated support staff.

QUALIFICATIONS: Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with an Associate's in Business Administration, Secretarial Science or a closely related field and one (1) year of clerical experience which involved the operation of a computer for word-processing, database or spreadsheet applications and working with accounts or budgets, **OR** Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience as defined above.

Annual Salary: \$32,646 + benefits

Please send a Schoharie County employment application to: Schoharie County Personnel Office

PO Box 675, Schoharie, NY 12157

Applications can be found at www.schohariecounty-ny.gov

Deadline: Close of business January 26, 2022