

**HAMILTON COUNTY PERSONNEL/CIVIL SERVICE  
IS NOW ACCEPTING APPLICATIONS FOR:**

**Personnel Assistant**

Hamilton County Personnel is now accepting applications for a Personnel Assistant. Starting salary is \$34,970. This is a full-time position with an excellent benefits package.

The work involves responsibility for assisting the County Personnel Officer in administering Civil Service for County departments and all civil divisions under the jurisdiction of the County, as well as human resource functions for all County departments. An incumbent performs a variety of paraprofessional personnel activities, and is responsible for much of the routine day-to-day office operations. The work is performed under the general supervision of the Personnel Officer with wide latitude allowed for independent judgment, and in planning, scheduling, and carrying out duties and responsibilities.

**Candidate chosen for the position will be given a provisional appointment, must take a civil service examination, and be in the top three scores to retain position.**

**Minimum Qualifications:**

A.) Graduation from a New York State registered or regionally accredited college or university with an Associate's degree in Business Administration, Business Management, Office Technology, Accounting, or related field and one (1) year of clerical, administrative or office management experience which shall have involved use of a computer with various software packages and record maintenance; or

B.) Graduation from high school or possession of a high school equivalence diploma and three (3) years of experience as defined by the limits of A)

C.) An equivalent combination of training and experience as defined by the limits of A or B above.

**Proof of minimum qualifications are required at the time of application.**

For more information or an application, please contact:  
Hamilton County Personnel  
PO Box 174, Court House  
Lake Pleasant, NY 12108  
(518) 548-6375

**Applications must be received no later than September 30, 2022**