



The District Attorney's office has an opportunity available for a **full-time Administrative Assistant**. This position involves responsibility for performing difficult clerical tasks, requiring the exercise of independent judgment in the application of prescribed procedures and methods.

**SALARY:** \$34,699 (Grade 5 Step 1)

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or New York State registered two year college with an Associate's Degree in Business Administration, Accounting, Secretarial Science or a closely related field and one year of clerical experience which shall have involved advanced computer skills including spreadsheet programs, databases, and all word processing applications; OR
- B. Graduation from high school or possession of a high school equivalency diploma and three years of clerical experience as defined by the limits of (A) above; OR
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**SPECIAL REQUIREMENT:** Candidates must type at least 35 words per minute.

**SCHENECTADY COUNTY IS AN AA/EEO EMPLOYER**