

# HERKIMER COUNTY JOB OPENING

**DEPARTMENT:** Herkimer College

**TITLE:** Office Manager

*Permanent Opening, Full-time Position*

**SALARY:** \$41,974.00 (2024 base pay rate)

This position may be filled from a certified list of eligibles or with exception that a person may be eligible for promotion, transfer or reinstatement according to civil service rules.

**DISTINGUISHING FEATURES OF THE CLASS:** This is moderately difficult clerical work assisting a department head or administrator by coordinating day-to-day office management and administrative functions. Duties include, but are not limited to, program planning, budgeting, supervision of clerical staff, fiscal management, and record keeping/reporting. Work is performed in accordance with policies and objectives outlined by the department head or administrator with leeway allowed for the exercise of independent judgment in applying policy to specific cases. Supervision is exercised over the work of subordinate clerical staff. Does related work as required.

## **MINIMUM QUALIFICATIONS:**

### **Either:**

(A) Graduation from a regionally accredited or New York State registered college with a Bachelor's Degree in accounting, business administration, or related field;

**Or:** (B) Graduation from a regionally accredited or New York State registered college with an Associate's Degree in accounting, business administration, or related field and two years of clerical experience;

**Or:** (C) Graduation from high school or possession of a high school equivalency diploma and four years of clerical experience;

**Or:** (D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

## **CONTACT:**

*for further information:*

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