

# HERKIMER COUNTY

## JOB OPENING

**Department:** Herkimer College

**Title:** Office Assistant I  
*Anticipated Permanent Opening, Full Time Position*

**Salary:** \$39,830.00 (2026 base pay rate – 40hrs/week)

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the performance of standard clerical tasks. Specific duties vary with the needs of the department. Procedures are usually fixed using clearly defined agency guidelines, procedures and instructions. Detailed instructions are given for new or difficult assignments and independent judgment may be exercised in specific cases. Work is reviewed by direct observation, checking completed work, periodic or spot-checks, crosschecking or other steps in the clerical process. This position differs from an Office Assistant II in that the duties of an Office Assistant I involve less complex operations than an Office Assistant II and tend to be more routine in nature. Supervision over the work of others is generally not a responsibility of employees in this class, although the incumbent may exercise limited supervision over work-study students and student interns. The incumbent does related work as required.

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma.

### **CONTACT**

for further information: Lori Nichols, Director of Human Resources  
Herkimer College  
100 Reservoir Road  
Herkimer, NY 13350  
315-866-0300 x8329

Please Post for 10 Working Days (3/30/2026 through 4/13/2026)