

THE HELP PROGRAM

HIRING EMERGENCY LIMITED
PLACEMENT



CONTACT

ONTARIO COUNTY HUMAN RESOURCES
FOR MORE INFORMATION



(585) 396-4465

This temporary program allows for a waiver of Civil Service Examinations for certain titles, in an effort to get qualified candidates quickly into vacant positions.

WE'RE HIRING: Office Specialist II Ontario County Clerk's Office

Starting 2026 Salary: \$45,649.50/yr (\$23.41/hr)

QUALIFICATIONS: County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma AND one (1) year of full-time paid, or its part-time equivalent, office clerical experience.

SUBSTITUTION - EXPERIENCE: Completion of one year of college with study in secretarial science, office technologies, business administration or closely related field may be substituted for the required experience as noted above; with 30 credit hours being equivalent to one year of experience.

EMPLOYEES HIRED UNDER THE HELP PROGRAM:

- *Must meet the minimum qualifications of the position for which they are applying and any other conditions of employment.*
- *Will be eligible for permanent appointment after completing a one-year probationary period and will be granted non-competitive status after successful completion of the probationary period.*

WE OFFER:

- *Excellent benefits and tuition assistance programs.*
- *Paid holidays. New employees start with five additional vacation days.*
- *Regular raises.*



APPLY TODAY!

www.ontariocountyny.gov

OFFICE SPECIALIST II

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SUBSTITUTION - EXPERIENCE: Completion of one year of college with study in secretarial science, office technologies, business administration or closely related field may be substituted for the required experience as noted above; with 30 credit hours being equivalent to one year of experience.

DISTINGUISHING FEATURES OF THE CLASS: This is moderately difficult general office clerical work involving the use of computers and peripheral equipment to produce documents and reports that requires a general understanding of specific office rules, procedures, and policies. It calls for the greater exercise of independent judgment than an Office Specialist I. Work is performed under the general supervision of higher-level staff. Detailed instructions would be required only on specialized or unique projects. Oversight may be exercised over the work of lower-level office staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Operates a personal computer, typewriter, or similar equipment in creating and processing data to complete various records or documents;

In addition to receiving, organizing, and processing documents, may develop and compose routine correspondence on matters where policies and procedures are well defined;

Creates, updates and stores documents in various software programs;

Enters data in software programs;

Maintains, and may oversee, a variety of filing systems in traditional paper-based or computer programs;

Obtains routine information from the public/clients for program purposes and explains established program policies and procedures;

Creates forms, flyers, and other promotional material for various programs and special events;

Schedules meetings and appointments;

May maintain agency website;

May collect fees and account for monies received;

Reviews accounts, records, reports, and other documents for completeness, accuracy, and conformity with established procedure;

May assign work, review and record work done, and instruct new employees in specialized clerical work of a unit

May prepare and maintain personnel records, payroll data, entry-level financial records, and budget reports;

Answers telephone and provides detailed information as it relates to a specific department;

May participate in on-the-job training for lower-level employees;

May install, update, and maintain basic office software packages that do not require specialized training;

May perform routine minor preventative maintenance on equipment as specified by manufacturer to insure efficient and effective operation.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of office terminology, procedures and equipment;

Good knowledge of business arithmetic and English;

Good knowledge of the use and operation of personal computers and related peripheral equipment;

Ability to operate an alphanumeric keyboard such as a typewriter or personal computer at an acceptable rate of speed (35 words per minute);

Ability utilize office software programs;

Ability to determine and set up appropriate document format, charts and tabular listings;

Ability to understand and carry out oral and written directions;

Ability to get along well with others;

Ability to plan and schedule activities;

Clerical aptitude; Accuracy; Tact and courtesy;

Physical condition commensurate with the demands of the position.

REVISED:1/7/02; 10/14/14; 9/12/18; 9/15/22; 1/12/23; 5/1/26

CLASSIFICATION:COMPETITIVE

JURISDICTIONS: COUNTY, CITIES, SCHOOLS, TOWNS

ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES