THE HELP PROGRAM

HIRING EMERGENCY LIMITED PLACEMENT

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.

CONTACT

ONTARIO COUNTY HUMAN RESOURCES
FOR MORE INFORMATION

(585) 396-4465

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.*

.

WE'RE HIRING:

OFFICE SPECIALIST I

ONTARIO COUNTY OFFICE OF THE SHERIFF

Starting 2026 Salary: $22.27/hr.
Starting 2027 Salary: $23.16/hr. (pending contract negotiations

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: EITHER:

1. Graduation from high school or possession of a high school equivalency diploma; OR

1. One (1) year of full-time paid office clerical experience, or its part-time equivalent.

www.ontariocountyny.gov

APPLY TODAY!

Ontario County NEW YORK

OFFICE SPECIALIST I

MINIMUM QUALIFICATIONS: Either

1. Graduation from high school or possession of a high school equivalency diploma; OR

2. One (1) year of full-time paid office clerical experience, or its part-time equivalent.

NOTE: An advanced education degree received may substitute for (1) or (2) above.

DISTINGUISHING FEATURES OF THE CLASS: The work involves the performance of a variety of standard clerical tasks requiring the use of a variety of contemporary office equipment and technology. An employee in this position performs routine work assignments with a moderate degree of independence. Detailed instructions are given for specific duties that vary with the needs of the departments. Work is reviewed by checking completed work, by periodic or spot checks or other steps in the clerical process. General supervision is received. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)
Operates a computer, typewriter, or similar equipment in processing data to complete various records or documents;
Receives and organizes work to be typed determining document format;
Types correspondence, documents, records, and other written material using handwritten, rough drafts, marked copy, oral recordings or data from various modern computer programs as source material;
Proofreads and corrects work producing accurate and complete typed copy;
Prepares, stores, and retrieves lists and documents;
Answers telephone and gives out routine information and may act as a receptionist to greet clients and/or visitors;
Prepares folders on individual program cases with appropriate documentation per established system;
Obtains routine information from the public/clients for program purposes and explains established program policies and procedures;
Updates and stores department documents on various modern computer programs;
May install, update, and maintain basic office software packages that do not require specialized training;
Orders office supplies and maintains inventory of supplies and equipment;
Sorts, date stamps and distributes mail and packages;
Performs routine equipment maintenance tasks;
Maintains a variety of filing systems based on alphabetic, numeric and/or chronological methods in traditional paper-based or electronic filing systems;
Schedules meetings and appointments;
May collect fees and account for monies received.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to operate an alphanumeric keyboard such as a personal computer and related peripheral equipment or typewriter at an acceptable rate of speed (35 words per minute); ability to set up appropriate forms, charts and other tabular listings; ability to perform close, detailed work; ability to obtain and relay routine information; ability to maintain neat and accurate records; ability to deal with the public; accuracy; physical condition commensurate with the demands of the position.

REVISED: 6/9/09, 2/6/19; 5/28/21
CLASSIFICATION: COMPETITIVE
ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES