The Onondaga County Department of Health is currently accepting applications for the position of:

Administrative Aide

Location: The Onondaga County Department of Health
421 Montgomery Street
Syracuse, NY 13202

Salary: $48,354.

Hours of work: 8:30 am-4:30 pm Monday-Friday

Official job description, including minimum qualifications, can be found on the Personnel page at www.ongov.net. Applicants must submit a cover letter, resume and a completed Onondaga County application, which can be found on the Personnel page at www.ongov.net.

Name and address/email where applications/resumes should be directed:
Debra Lewis
Program Coordinator III (Health)
421 Montgomery St.
9th Floor
Syracuse, NY 13202
LeadFreeKids@ongov.net

DESCRIPTION

The Onondaga County Health Department Lead Poisoning Prevention Program is seeking a qualified candidate to join our team.

Typical Work Activities:
Under the supervision of the Program Director, the Administrative Aide will support the program leadership team with routine administrative tasks. This position will play a meaningful role in supporting the program's leadership team and core functions. Typical work activities include: facilitating the flow of information including but not limited to answering phones and incoming emails; assisting with core program functions including data entry and data processing tasks, appointment reminders and other client communications; providing general oral or written information regarding the program's range of services; fiscal management tasks including purchasing and related tasks and routine clerical support. Participation in program level, division and department meetings, quality assurance, quality improvement and performance management activities are required. Additional responsibilities may include providing general program information or preparing informational packets for the public or staff in other department programs. Maintaining clear documentation of services, including but not limited to quarterly, annual and on demand reports, is required. Individuals in this title assigned to the Onondaga County Health Department are trained and may be assigned to participate in public health preparedness activities. Successful candidates will utilize appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial and ethnic backgrounds, sexual orientations, lifestyles and physical abilities are required.

Minimum qualifications
Promotion (current Onondaga County employees only):

Two (2) years of permanent competitive status in a second level clerical position; or,
One (1) year of permanent competitive status in a third level clerical position.

Open Competitive:

A. Graduation with an Associate's Degree from a regionally accredited college or university; or,
B. Two (2) years of work experience, or its part-time equivalent, assisting in the administration of a municipal program or agency; or,

C. Two (2) years of clerical work experience, or its part-time equivalent, in other than an entry level clerical position.

Desired Experience:
• Some knowledge of practices and functions of public administration as applied in local government.
• Some knowledge of municipal programs, policies, procedures and regulations.
• Ability to understand and follow written and oral instructions.
• Some knowledge of research techniques
• Ability to understand and interpret written materials
• Good oral and communication skills
• Ability to compile narrative and/or numeric data into an appropriate format.

PROVISIONAL APPOINTMENT
Successful candidate will be appointed provisionally and must take the corresponding Civil Service exam, scheduled for a later date, and place high enough on the list to qualify for permanent appointment.

Deadline for applications: December 15, 2025

Onondaga County is an Affirmative Action/Equal Opportunity Employer