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

Administrative Assistant *(HELP Program)

Location: Onondaga County Department of Social Services-Economic Security
421 Montgomery Street
Syracuse, NY 13202

Salary: $58,493-64,497.

Hours of work: 35 hours per week

Please submit a cover letter and resume. Official job description, including minimum qualifications, can be found on the Personnel page at www.ongov.net.

Name and Address where cover letters/resumes should be directed:

Morgan Thurston
Welfare Attorney
Onondaga County Department of Social Services-Economic Security
Morgan.thurston@dfa.state.ny.us

DESCRIPTION

In addition to other duties as assigned, the work involves responsibility for assisting DSS-ES attorneys with the following:

- Handling multiple contacts on a daily basis from attorneys and clients and representatives regarding liens on real estate, casualty and estate proceedings
- Requesting payoff reports from Financial Operations and communicating the amounts to the interested parties
- Filing liens and discharges
- Resolving liens
- Maintaining lien files and data systems
- Acting as the point person for general calls to the Legal Division
- Assisting the attorneys with creating, modifying and filing legal documents, contracts, memos and letters, as well as internal communications
- Receiving and processing bankruptcy and foreclosure notices and ensuring appropriate attorney and Financial Operations contacts are notified
- Reviewing and writing authorizations for supervisor's signature for Meals on Wheels deliveries to qualified recipients
- Assisting in all other administrative, clerical and secretarial tasks as required by the Legal Division Director.

MINIMUM QUALIFICATIONS

Promotion (CURRENT ONONDAGA COUNTY EMPLOYEES ONLY):

A. Two (2) years of permanent competitive class status in a third-level clerical or paraprofessional title (as listed below):

Account Clerk 3
Account Clerk Typist 3
Administrative Aide
Administrative Analysis Aide (Social Services)
Assistant Home Economist
Clerk 3
Community Services Worker
Community Support Worker
Complaint Investigator
Contract Clerk
Control Clerk
Data Entry Supervisor
Employee Benefits Claims Clerk
Financial Aid Examiner

Income Maintenance Worker
Inventory Control Supervisor
Librarian Assistant
Library Clerk 3
Mail Room Supervisor
Medical Transcriptionist
Nutrition Assistant
Operations Librarian
Personnel Aide
Personnel Services Aide
Probation Assistant
Publications Aide
Record Clearance Supervisor
Recording Supervisor
Records Preservation Assistant
Research Aide
School Secretary 2
Social Services Examiner 1
Stenographer 3
Storekeeper
Support Enforcement Officer
Veterans Education Aide
Vocational Evaluation Assistant
Volunteer Services Supervisor
Workers Compensation Clerk

or,

B. Four (4) years of permanent competitive class status in a second level clerical title (as listed below):

Account Clerk 2
Account Clerk-Typist 2
Assessment Clerk
Assistant Employee Insurance Representative
Cashier
Clerk 2
Complaint Clerk
Employment Aide
Employment and Training Intake Worker 2
Employment Services Assistant
Library Clerk 2
Mail Room Clerk
Office Assistant II
Purchasing Clerk
Purchasing Contract Clerk
Real Property Appraisal Aide
Real Property Assessment Aide
Recording Clerk
School Secretary 1
Stenographer 2
Tax Clerk
Typist 2
Ward Clerk
WIC Assistant

Open Competitive:

A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Baccalaureate Degree; or,
B. Four (4) years of paraprofessional or professional level work experience, or its part-time equivalent; or,
C. Four (4) years of clerical work experience which must have been in either a supervisory capacity or in a non-supervisory, advanced capacity, such as executive secretary to a department head, second-line supervisor, or administrator; office manager who provides fiscal, personnel, and office services in support of a department head, second-line supervisor, or administrator; or a full-charge bookkeeper.
D. An equivalent combination of training and experience as defined by the limits of (A), (B), and (C).

NOTE: Entry or advanced level experience in typing, stenography, account keeping or clerical work which does not include experience as described in (C) will not be considered qualifying.

Onondaga County benefits include paid vacation and sick leave, 13 paid holidays, health and dental insurance, vision plan, NYS Retirement System benefits, flex spending and retiree healthcare.

*This is a Hiring Emergency Limited Placement (HELP) Program appointment. This is a permanent appointment, and the Civil Service exam will be waived.

Application deadline: November 13, 2026

Onondaga County does not discriminate because of race, creed, color, citizenship, national origin, age, sex, religion, marital status, conviction record, disability, genetic predisposition or carrier status, pregnancy, or sexual orientation.

Onondaga County is an Affirmative Action/Equal Opportunity Employer