

St. Lawrence County Government  
Position Advertisement Form

St. Lawrence County Human Resources Department is in search of:

**Human Resources Coordinator**

**Salary:** \$73,488-\$90,568 with excellent benefits as described below.

**Benefits:** Generous vacation and sick time allowance, Public Service Loan Forgiveness eligibility and the option to enroll in the St. Lawrence County's health insurance or opt out of the insurance and receive a buyout in the amount of \$2,000 for single coverage or \$4,000 for family.

**Duties of the position:** This is a high level position within the County Human Resources (HR) Department. The position is responsible for assisting the Director of Human Resources on administrative functions including; benefit administration, budgeting and fiscal management, compliance, disciplinary processes, training and development, performance management, union contract interpretation, etc. The work involves highly technical work related to ensuring compliance with; Federal and State Labor Laws, Civil Service Laws and Rules, Union Contracts, and County Policies and Procedures. Incumbent will evaluate department work flow for continued process improvement and achievement of efficiencies through streamlining and automation. The work is performed under the direct supervision of the Director of Human Resources with considerable latitude allowed for the use of independent judgment in carrying out work activities. Supervision is exercised over a professional and clerical staff. The incumbent does related work as required.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Possession of a Bachelor's Degree and two (2) years of professional experience in Human Resources type fields or personnel administration, one year of which shall have been in a supervisory or administrative capacity; **OR**
- (B) Possession of an Associate's Degree and four (4) years of professional experience in Human Resources or personnel administration, two (2) years of which shall have been in a supervisory or administrative capacity.

**Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.**

**Additional Employment Information: This is a provisional appointment. The successful applicant will need to take a civil service examination and score within the top three interested candidates in order to be permanently appointed.**

**Applications accepted until 07/09/2025. You can apply online at <https://stlaw-portal.mycivilservice.com>.**

Applications can also be obtained from the St. Lawrence County's website,  
<https://stlawco.gov/Departments/HumanResources> or by contacting Human Resources

(315)379-2210.

Send application to:

St. Lawrence County Human Resources Office  
48 Court Street  
Canton, NY 13617  
**AA/EEO**

**Posted: 06/25/25**