

St. Lawrence County Government  
Position Advertisement Form

St. Lawrence Sheriff's Department is in search of:

**Administrative Assistant**

Salary: \$52,635 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 position involves responsibility for performing highly complex clerical duties and administrative support tasks to further the overall work of the organization or program. Incumbents typically serve as secretaries to the head of a department or major division relieving them of administrative and business details and resolving day to day operational problems. This position is distinguished from that of Secretary I by virtue of its expanded scope of program support tasks, increased level of decision-making and the small amount of time spent keyboarding. The work is performed under the general supervision of an administrator with considerable leeway allowed for the use of independent judgment in carrying out work assignments. Supervision may be exercised over the work of clerical subordinates. The incumbent does related work as required.

**MINIMUM QUALIFICATIONS:** Either:

- A) Possession of an Associate's Degree in Secretarial Science or related field and two (2) years of clerical experience in an office setting which involved typing or keyboarding primarily for word processing; **OR**
- B) Graduation from high school, possession of a high school equivalency diploma or possession of an Individual Education Plan diploma and four (4) years of experience as stated in (A) above.

**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 position is currently being filled under the HELP Program and will not require an examination at this time.**

Applications accepted until the position is filled.

**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  
**EEO**

**Posted: 08/08/25**