



NOTICE OF VACANCY Office Specialist II (HELP Program) – Town of Owego

Date of Issue: 05/21/26. The work involves responsibility for performing a broad range of moderately difficult clerical tasks, which may require an understanding of specific laws, policies or procedures. Specific duties will vary with the needs of the appointing authority. An incumbent will operate a computer and related office equipment for the entry and retrieval of information using software to produce printed material such as letters, memoranda and forms. Ability to accurately manipulate specific software is valued over speed when performing keyboard functions. Procedures are usually fixed and while comparable, are of a more difficult nature than those of an Office Specialist I. The incumbent is under direct supervision of a higher-level staff member but has moderate autonomy in carrying out day-to-day activities. Supervision of others is not a responsibility; however, may be called upon to help orient or train similar classified staff. Does related work as required.

The title of Office Specialist II is **Non-Competitive***, under the HELP Program, requiring applicants to meet the minimum qualifications established for the position. A criminal background check** is required.

Status: Permanent Probationary
Work Hours: Full-time, Monday - Thursday 6:00 am to 4:30 pm & Friday - OFF end of (April till end of September) summer hours
Monday - Friday 7:00 am to 3:30 pm (October till end of April) winter hours
Salary: Salary is based on experience; Benefit package available
Location: Town of Owego – Highway Department

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency **and either:**

- a. Completion of thirty (30) semester credit hours from a regionally accredited or NYS registered college or university; **OR**
- b. One (1) year of full-time (or the part-time equivalent) office clerical experience*; **OR**
- c. Any combination of training and experience equal to or greater than that specified in (a) and (b) above.

**NOTE: For Office Specialist II, Bank Teller and other types of cashiering jobs are not considered "office clerical".*

Apply to:
Town of Owego
2354 State Route 434
Apalachin, NY 13732
Office: 607-687-0123
Fax: 607-687-6381

**This is a Non-competitive appointment under the Hiring Emergency Limited Placement (HELP) Program. Upon approval of the title deletion, the title reverts to competitive class jurisdictional classification and the incumbents occupying that title gain a competitive appointment.*