

HERKIMER COUNTY

JOB OPENING

Department: Herkimer County Community College

Title: Office Assistant II (Financial Aid)
Permanent Opening, Full Time Position

Salary: \$37,747.00 (2026 base pay rate)

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for independently performing complex clerical operations and administrative support tasks for an administrative officer or program manager. Incumbents spend a substantial amount of time operating a personal computer, word processor or typewriter and the rest of the time on routine administrative tasks to ensure the efficient workflow of the office. The work also involves responsibility for the entry and retrieval of information using software on a computer and using a computer to produce printed material such as letters, memoranda and forms. Incumbents work under general supervision, receiving detailed instructions only where policies have not yet been determined. This class differs from that of Office Assistant I by the increased time spent on operating software and the more limited scope of duties and decision-making responsibilities. Limited supervision may be exercised over work-study students and student interns. The incumbent does related work as required

MINIMUM QUALIFICATIONS:

Either (A) Graduation from a regionally accredited or New York State college or Business school with an Associate's Degree in Secretarial Science or a closely related field;

Or (B) Graduation from high school or possession of a high school equivalency diploma and two years of clerical experience;

Or (C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

CONTACT

for further information: Lori Nichols, Director of Human Resources
Herkimer County Community College
100 Reservoir Road
Herkimer, NY 13350
315-866-0300 x8329

Please Post for 10 Working Days (9/8/2026 through 9/19/2026)