



Human Resources
Personnel • Civil Service • Employee Benefits

MONTGOMERY
COUNTY
Made of Something Stronger

Nicole Yaggle
Personnel Officer

MONTGOMERY COUNTY EMPLOYMENT OPPORTUNITIES

OFFICE MANAGER-PT-PROVISIONAL

SALARY: \$35,000

DEPARTMENT: DISTRICT ATTORNEY

LAST FILE DATE: 9/16/2025

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for important office management work of a complex nature, involving management, planning and coordination of non-technical activities of a department. This position entails handling a variety of both routine and non-routine situations and information of a confidential nature. Responsibilities include coordination of administrative priorities and details in support of the ongoing function of the department. Additionally, the incumbent participates in and assists the department head, confidential secretary or administrator with planning, policy implementation, programming and development. Duties are performed in accordance with department, agency or program objectives, policies and procedures. Recommendations for administrative determinations are subject to review and approval. Work is performed under minimal supervision, requiring the exercise of independent judgment in carrying out details of the work. Supervision may be exercised over the work of one or more subordinate office employees. Performs related work as required.

RESIDENCY REQUIREMENT: Applicants must be a legal resident of Montgomery County or a Contiguous County. **Please provide a copy of your driver's license (front and back) for proof of residency.**

PLEASE ATTACH ALL REQUIRED LICENSES, TRANSCRIPTS/DIPLOMAS, CERTIFICATIONS, AND/OR DOCUMENTS LISTED BELOW WITH YOUR APPLICATION TO VERIFY ALL CREDENTIALS

MINIMUM QUALIFICATIONS: Either:

- A.** Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Business Administration, Human Resources, Accounting or related field and two years of experience in public or private office administration or high level office clerical work;
- B.** Graduation from high school or possession of a GED and four years of experience in public or private office administration or high level office clerical work.

PROMOTIONAL QUALIFICATIONS: Candidates must be permanently employed in the competitive class in a Montgomery County Department or Fulton Montgomery Community College or other agencies under the Civil Service Jurisdiction of the Montgomery County Civil Service Agency on the date of examination or appointment and must have served continuously

on a permanent basis for 24 months in the position of Senior Account Clerk/Senior Account Clerk Typist, or 12 months in the position of Principal Account Clerk/Principal Account Clerk Typist.

****Provisional Appointment pending the successful completion of the civil service examination and being reachable on the list****

Applications are available online at: www.co.montgomery.ny.us Completed applications must be received by the last file date.