

LEGISLATIVE AIDE

The Fulton County Board of Supervisors is searching for an exceptional person to join its executive staff as a Legislative Aide. The position is responsible for a multitude of administrative tasks and research duties involved in the day-to-day management of County government and the County's legislative branch. The successful candidate must possess strong verbal and written communication skills, the ability to keyboard with accuracy and be proficient with Microsoft Office applications. Experience in government or a corporate business office is a plus. The Legislative Aide reports to the County Administrative Officer and Fulton County residency is required.

Minimum Qualifications Include:

- a) Graduation from a regionally accredited or New York State registered college or university, with a Bachelor's Degree in Business or Public Administration, Political Science, Office Management, Legal Studies or related field and one (1) year of experience in an administrative office. Demonstrated equivalent part-time experience will be considered;

OR

- b) Graduation from a regionally accredited or State registered college or university with an Associate's Degree in Business Technology, Business or Public Administration, Political Science, Office Management, Para Legal Studies or related field and two (2) years of experience in an administrative office.

Salary Range: \$34,000.00 to \$40,000.00 per year, commensurate with qualifications and experience.

Interested candidates must send a cover letter, detailed resume and the names, addresses and telephone numbers of three (3) professional references and three (3) personal references by Friday, September 16, 2016 to:

Mr. Jon R. Stead, Administrative Officer
County Office Building, Room 203
223 W. Main Street, Johnstown, NY 12095

Fulton County is an affirmative action/equal opportunity employer in compliance with ADA requirements.