



**Office of Personnel and Civil Service
Job Announcement
Please Post Conspicuously**

Michael Mascarenas
County Manager

Stephen McNally
Chairman of the Board

TITLE: **RECEPTIONIST**
(Provisional* Appointment)

SALARY: \$23.91/HR.
Current employees hired **PRIOR** to 2009, please contact the Personnel Office for rate of pay

LOCATION: Essex County Department of Probation, Lewis

BENEFITS: Health Insurance, Dental Insurance, Sick, Vacation, and Personal time, NYS Retirement, Life Insurance, Flexible Spending Plan, Paid Holidays, Employee Assistance Program, Employee Premium Enhancement, and 40 Hour work weeks (Monday-Friday).

JOB SUMMARY: The work involves responsibility for acting as a receptionist and performing clerical work. This clerical position requires a general understanding of office rules, procedures, and policies as well as an ability to meet and direct the public. It calls for the exercise of independent judgment in the application of prescribed procedures and methods. The incumbent screens visitors to the agency, directing them to the appropriate unit and answering routine inquiries personally. The work is performed under general supervision with leeway for exercising independent judgement in handling a wide variety of requests at the receptionist desk. The incumbent does related work as required.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from high school or possession of an equivalency diploma and one year of clerical experience; or
- (b) Three years of clerical experience; or
- (c) An equivalent combination of training and experience as defined by (a) and (b).

(OVER)



Essex County Dept. of Personnel & Civil Service
Essex County Government Center, 7551 Court Street, P.O. Box 217, Elizabethtown, NY 12932



essexcountyny.gov/personnel-and-civil-service



518.873.3360

Essex County is an Equal Opportunity Employer

Residency Requirement: There is no residency requirement.

Additional Information: Qualified candidates will be subject to a Civil Service examination to be announcement at a later date. Applications will be accepted until the closing date for the examination. Persons seeking employment with Essex County shall be required to submit to a drug and alcohol screening/testing, pre-employment physical, and additionally may be required to submit to a fingerprint background check, depending upon the specific requirements of the position.

Posting Date: August 13th, 2026

Application Deadline: August 24th, 2026

**The term provisional means that you will be required to take the next civil service examination for this title and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.*



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