



Department of Human Resources
Mary Jennings Mahon
Commissioner of Human Resources

District Attorney's Office
Hon. Anthony Scarpino
District Attorney

OFFICE ASSISTANT (WORD PROCESSING – SPANISH SPEAKING)

The Westchester County District Attorney's Office has an immediate opening for an **Office Assistant (Word Processing – Spanish Speaking)**. Duties require proficiency in both Spanish and English, providing interpretive and information services. Under supervision, the successful candidate performs a wide variety of tasks providing clerical support and acts as an office assistant for a number of administrative or professional staff. A high degree of initiative and independent action is required to ensure the timely and accurate processing of the workflow. The Office Assistant is required to have strong word processing skills in order to produce a full range of correspondence and reports, in addition to providing general office support to professional and/or administrative staff. Supervision may be exercised over a small number of subordinate personnel. Flexibility of hours may be required.

Examples of Work:

- Communicates orally and in writing in both Spanish and English;
- Produces correspondence, forms, reports, spreadsheets, statistical information, and other departmental data in support of professional staff;
- Maintains accurate and complete records and files to ensure effective storage and retrieval of data;
- Provides general clerical support services to enhance the operation of the office to which the incumbent is assigned;
- Compiles information from manual and automated records for routine reports;
- Answers telephone calls and either responds to requests for routine information or routes calls to appropriate staff;
- Maintains appointment(s) calendar for professional staff and schedules meetings as needed;
- Opens, screens, and routes mail;
- Prepares requisitions and maintains adequate office supplies;
- Processes, reviews and forwards forms in accordance with established procedures;
- Acts as back-up for various administrative offices for telephone coverage during the absence of other workers as needed

Minimum Acceptable Training and Experience: Possession of a high school or equivalency diploma and three years of experience where a primary function of the position was performing general office/clerical work, two years of which must have included the use of computer applications to maintain automated records or produce correspondence, spreadsheets, forms, reports or other documents.

Substitution: Satisfactory completion of 30 credits* at a recognized college or university, or its equivalent in course hours from an approved institution or office software manufacturer (i.e. Microsoft) may be substituted on a year for year basis for one year of the general office/clerical experience and one year of the specialized experience using computer applications as described above. Completion of 6 credits* in word processing coursework at a recognized college or university may be substituted for an additional one year of specialized experience using computer applications as described above. All coursework must be verified by official transcript.

PLEASE NOTE: This is a competitive class Civil Service title. To be considered for appointment, successful candidates must pass a weighted multiple-choice written examination (exams will be held January 2019 to March 2019), a keyboarding/typing performance test with a passing proficiency of 35 words per minute and a qualifying Spanish Language Oral Proficiency exam. An application fee of \$40 will be required at time of application submission.

Come join our team!

Salary Range: \$41,065 to \$50,035

Besides a competitive salary, our compensation package includes comprehensive benefits, including medical, dental, vision, deferred compensation, paid leave and retirement plan.

Please submit a cover letter and resume to jobs@westchestergov.com.

Important: Please indicate **Office Assistant (Word Processing – Spanish Speaking)** in the subject line of your e-mail.

Westchester County is an equal opportunity employer

About Westchester County...

Westchester County, located in the heart of the historic Hudson Valley, covers 500 square miles and has a population of just under a million. Originally home to Native Americans, who were members of the Lenape tribe, it is today a rich mix of many cultures and landscapes. The County is a blend of bustling cities, quaint villages and picturesque towns as well as open spaces and a network of beautiful parks. The County is also an intellectual capital, boasting a highly educated workforce, competitive colleges and universities, Fortune 500 companies, world changing non-profits, and cutting-edge research centers.