



**VILLAGE OF OSSINING
PERSONNEL DEPARTMENT**

16 Croton Avenue

Ossining, NY 10562

Phone (914) 762-6063 - FAX (914) 944-7910

February 5, 2024

**VACANCY: TEMPORARY OFFICE ASSISTANT (SPANISH
SPEAKING)**

General Posting

There may be an opening in the Village of Ossining's Building Department for an Office Assistant Spanish Speaking. In this role, your responsibilities will include: greeting guests, answering the phone, researching and answering record requests, corresponding and following-up with property and business owners via telephone and email, and supporting the Building Department team with general office duties including organizing files.

SPECIAL CONSIDERATIONS: This is a competitive position under Westchester County Civil Service law; the selected individual must take and pass the Spanish oral proficiency exam before temporary appointment. If the individual is interested in a Full-Time appointment, the individual will have to take the written exam for Office Assistant Spanish Speaking within 90 days of their appointment and once they take the exam, they will have to be among the top three candidates on the list willing to accept the position. The Full-Time appointment is subject to a probationary period of not less than twelve (12) and no more than fifty-two (52) weeks.

For more information on the Office Assistant Spanish Speaking exam and to sign up for it, please visit the Westchester County Department of Human Resources site.

(https://exams.westchestergov.com/webexam/CR/CLERICAL_OFFICE_SUPP_SECRETARIAL/listOpenToAllExams.htm)

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, incumbents of this class provide clerical and office support of a routine nature associated with the functions of the assigned agency, department or office. Incumbents are required to operate a variety of computer applications, as responsibilities involve maintenance of both automated and manual files and records, and producing various document formats for finished copy using automated systems. Other typical duties include providing information to the public or visitors regarding office procedures and services, either in person or over the phone; answering telephones and taking messages; processing forms and collecting fees related to office activities; and other related clerical tasks. Incumbents must be fluent in both the Spanish and English languages, providing interpretive and information services. Independent judgment is exercised when routine matters or clearly defined policies are involved. This level differs from the Senior Office Assistant (Automated Systems) in that the tasks performed are routine, requiring entry level skills, whereas the Senior Office Assistant (Automated Systems) requires advanced level skills and functions more independently in carrying out complex assignments. Supervision is not a responsibility of this position; however, incumbents may oversee the work of part-time or seasonal help. Does related work as required.

REQUIRED KNOWLEDGE, SKILL, ABILITIES AND ATTRIBUTES: Good knowledge of office terminology, procedures, equipment and business English; knowledge of proper grammatical usage, punctuation and spelling; familiarity with the capabilities of computer software applications to produce various document formats such as correspondence, reports, tables, charts and file storage; ability to plan, organize and efficiently perform clerical functions; ability to manipulate a standard alphanumeric keyboard at rate of 35 words per

minute; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software to produce a variety of formats for correspondence, records, reports and maintenance of files; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; ability to read, write and converse fluently in the Spanish language at a level sufficient to pass a Spanish language proficiency test; ability to operate a variety of office machines; ability to understand and carry out oral and written instructions; ability to deal effectively with the public; ability to get along well with others; discretion; tact; courtesy, accuracy; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma.

Hourly Rate:

\$20-\$31

If you are interested, submit a resume, [application](#) and cover letter to mrokuson@villageofossining.org, no later than February 11, 2024.