

The Onondaga County Veterans Service Agency is currently accepting applications for the position of:

Information Aide

Location: Veterans Service Agency
Onondaga County Civic Center
421 Montgomery St., 10th floor
Syracuse, NY 13202

Salary: \$31,972

Hours of work: 8:00 – 4:00 Monday thru Friday

The work involves responsibility for directing visitors to governmental offices and giving information concerning business conducted by those government agencies. This is routine work involved in giving directions and answering questions relating to the location or nature of business of governmental agencies. Employees in this class must be courteous in dealing with the public and be able to give verbally information clearly.

TYPICAL WORK ACTIVITIES

Gives information verbally to the public regarding the location and function of government agencies.
May give information to the public over the telephone regarding the location and function of government agencies.
May place and receive telephone calls and route information as necessary.
May act as messenger for governmental agencies.
May maintain bulletin boards and furnish offices and meeting rooms as necessary with supplies.
May perform routine, elementary clerical tasks while stationed as information aide.

Name and Address where the open competitive application, resume and cover letter should be directed to:

*Cindy Meili, Assistant Director
Veterans Service Agency
421 Montgomery St., 10th floor
Syracuse, NY 13202
Email: Cyntheiameili@ongov.net*

"Onondaga County is an Affirmative Action/Equal Opportunity Employer"