

## **INFORMATION AIDE**

Town of Lysander

Assessor's Office

Full Time 35 hours per week

No Minimum Qualifications

Duties to include: answering phones, clerical tasks, assisting the public

Salary 45,000 – 46,000

Position is entry level civil service with advancement opportunity

Residency preference

Send resume to:

Assessor

Town of Lysander

8220 Loop Road

Baldwinsville, NY 13027

Or by email to

[assessor@townoflysander.org](mailto:assessor@townoflysander.org)

Deadline to apply

Wednesday April 15, 2026

**INFORMATION AIDE 60070**

(Labor class – all Civil Divisions)

**DISTINGUISHING FEATURES OF THE CLASS**

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. Employees in this class do not exercise supervision.

**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.

**WHEN ASSIGNED TO THE ONONDAGA COUNTY HEALTH DEPARTMENT:**

- Participates in public health preparedness activities as trained and assigned
- Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial and ethnic backgrounds, sexual orientations, lifestyles and physical abilities.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

- Good knowledge of functions and layout of government offices to which assigned.
- Ability to give information verbally.
- Ability to relate well with the public.

**MINIMUM QUALIFICATIONS**

None.

03/2017 Revised