



Our Future Starts
With *you!*

POSITION: Confidential Assistant (Comptroller) For Legislative Aide

DEPARTMENT: Office of the Albany County Comptroller

SALARY RANGE: \$50,000-\$70,000

BENEFITS:

- ▶ Paid Time-Off
- ▶ Tuition Reimbursement
- ▶ NYS Retirement
- ▶ Health, Dental, Vision and Hearing
- ▶ Employee Assistance Program

RESPONSIBILITIES:

Performs highly difficult, complex and responsible secretarial work acting in this capacity for a high level official. Incumbent in this class independently performs these clerical operations and by doing so relieves a supervisor of various administrative details. The work calls for the frequent exercise in independent judgment in giving out information regarding departmental policies, procedures and practices and in conducting office activities. Employee in this class handles the more difficult public contact assignments in performance of duties. Work is performed under general supervision and only when policies have not been determined are instructions received from a supervisor. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from college.

Apply online at the Current Job Opportunities tab of the Albany County Civil Service Portal. Resumes, transcripts and licenses/certifications can be uploaded to the application before completing submission.

POINT OF CONTACT FOR INQUIRIES:

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