



Our Future Starts  
With *You!*

**POSITION:** Senior Keyboard Specialist (HELPS)

**DEPARTMENT:** Children, Youth and Families

**SALARY RANGE:** \$39,723 - \$44,121

**BENEFITS:**

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

**RESPONSIBILITIES:**

The work involves responsibility for the performance of more complex clerical tasks and the full-time or substantial part-time operation of a computer for the entry and retrieval of information using software to produce printed materials such as letters, memoranda and forms. Specific duties vary with the needs of the department. Procedures are generally fixed, but the incumbent is given some leeway in the development of new procedures. Detailed instructions are given for new or difficult assignments. Work is reviewed by direct observation, checking completed work, periodic or spot checks, cross-checking or other steps in the clerical process. The incumbent in this position is typically supervised by a manager or division director. Does related work as required.

**MINIMUM QUALIFICATIONS:**

Possession of a high school diploma or general equivalency diploma and two (2) years of clerical experience including, but not limited to, typing, filing, answering phones and data entry.

**SPECIAL REQUIREMENT:** At time of appointment and throughout employment::

Successful clearance from the State Central Registry in the New York State Office of Children and Family Services (Background investigation is conducted by the appointing authority).

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

Candidates will not have to take an exam for this title. This is a Hiring Emergency Limited Placement (HELP) Program-designated title. The HELP Program is a temporary program designed to help local government employers address current staffing issues. Traditionally, the titles filled under the HELP Program required job candidates to compete in a competitive exam to be considered for employment. For the duration of the program, this title will be classified as non-competitive and categorized as a "HELP Program" position. At the close of the program, this position will revert to competitive class status. Employees occupying positions filled through the HELP Program will be granted competitive class status without the need to participate in a competitive exam.

**POINT OF CONTACT FOR INQUIRIES:**

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