



Our Future Starts  
With *You!*

**POSITION:** Administrative Aide (HELPS)

**DEPARTMENT:** Office of the Albany County Comptroller

**SALARY:** \$40,000—\$47,859

**WORK LOCATION & HOURS:** 112 State Street, Albany, NY 12207, 8:30AM to 4:30PM

**BENEFITS:**

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

**DESCRIPTION:**

Administrative Aide is responsible for performing a variety of routine administrative tasks including but not limited to, organizing and maintaining files and documentation as well as performing basic office tasks such as answering phones, processing mail, and data entry. Other duties may include updating paperwork, maintaining documents, and word processing. Work of a routine nature is performed under general supervision, whereas a new or difficult assignment is performed under direct supervision. Does related work as required.

**MINIMUM QUALIFICATIONS: EITHER:**

- A. Graduation from an accredited college or university with at least an Associate's Degree in Secretarial Science, Business, Business Administration, Accounting or a closely related field and one (1) year of clerical experience which involved the operation of a computer for word-processing, database or spreadsheet applications; **OR,**
- B. Graduation from high school or possession of a high school equivalency diploma and three (3) years clerical experience which involved the operation of a computer for word-processing, database or spreadsheet applications.

**Please submit a resume with this application.**

**POINT OF CONTACT FOR INQUIRIES:**

Frank Commisso  
frank.commisso@albanycountyny.gov

**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.

