



Our Future Starts  
With *you!*

**POSITION:** Administrative Assistant I (HELPS)

**DEPARTMENT:** Shaker Place Rehabilitation & Nursing Center

**SALARY:** \$55,697

**WORK LOCATION:** 100 Heritage Lane, Albany, NY 12211

**BENEFITS:**

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

**DESCRIPTION:**

Employees in this class assist a department by expediting, coordinating and interpreting to staff, departmental policies and procedures in administrative matters; does related work as required. Incumbent frees the time of the department or program head for planning and policy-making and for attention to duties requiring technical knowledge. Work is performed in accordance with policies and objectives outlined by the agency head, permitting the employee some leeway for the exercise of independent judgment. Employees may have responsibility for interpreting departmental policies to staff, and for training and supervising employees in work other than that of a technical nature. The distinction between an administrative assistant I and administrative assistant II is made on the basis of independence with which the employees work, the complexity of their assignments and the authority delegated to them by their superiors. Does other work as required.

**MINIMUM QUALIFICATIONS: EITHER:**

- A. Graduation from an accredited college or university with at least a bachelor's degree and one (1) year of responsible office experience in a public organization or private business; OR,
- B. Graduation from an accredited college or university with an associate degree and three (3) years of responsible office experience in a public organization or private business; OR,
- C. Graduation from high school or possession of a GED and five (5) years of responsible office experience in a public organization or private business.

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

**POINT OF CONTACT FOR INQUIRIES:**

careers@shakerplace.org

**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.

