



Our Future Starts
With *you!*

POSITION: Confidential Secretary (HELPS)

DEPARTMENT: Department of Economic Development, Conservation & Planning

SALARY: \$55,000

WORK LOCATION: 112 State Street, Albany, NY 12207 (Tentatively 449 New Salem Road, Voorheesville)

BENEFITS:

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

DESCRIPTION:

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 high school and five (5) years of experience in secretarial or clerical work.

POINT OF CONTACT FOR INQUIRIES:

Gopika.Muddappa@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.

