



Our Future Starts  
With *you!*

**POSITION:** Clerk I (HELPS)

**DEPARTMENT:** Department of Public Works

**SALARY:** \$42,567.82

**WORK LOCATION & HOURS:** 449 New Salem Rd, Voorheesville, NY 12186, 7:30A-4:00P

**BENEFITS:**

- ▶ Generous Paid Time-Off
- ▶ NYS Retirement System
- ▶ Work-Life Balance
- ▶ Health, Dental, Vision and Hearing
- ▶ Tuition Reimbursement
- ▶ Public Service Loan Forgiveness

**DESCRIPTION:**

Performs a variety of routine clerical procedures. Employees in this class are usually trained to do specific duties in an assigned area. The work is performed under direct supervision during training. Employees receive detailed instructions and close supervision at the beginning of their employment and subsequent to new assignments. The Clerk I position may be an entry-level position for advancement to higher level and specialized functional responsibilities within an operating agency. Does related work as required.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma.

**Please submit a copy of your resume with your application.**

**POINT OF CONTACT FOR INQUIRIES:**

Erica Vitetta  
Erica.vitetta@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.

