



Our Future Starts
With *you!*

POSITION: Administrative Assistant I (HELPS)

DEPARTMENT: Department of Social Services

SALARY: \$52,412

WORK LOCATION & HOURS: 162 Washington Ave, Albany, NY 12210, M-F 8:30A-4:30P

BENEFITS:

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

DESCRIPTION:

This position assists 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 for staff, and for training and supervising employees in work other than that of a technical nature. This title is used for two different job levels. This distinction 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. Administrative Assistants II are at the highest job level.

MINIMUM QUALIFICATIONS: *EITHER:*

- A. Bachelor's Degree from a regionally accredited or New York State registered college or university and one (1) year of responsible office experience in a public or private business; or
- B. Associate's Degree and three (3) years of experience as noted in A. above; or
- C. Graduation from high school or possession of a GED and five (5) years of responsible office experience.

Please submit a copy of your resume and three (3) professional references with this application.

POINT OF CONTACT FOR INQUIRIES:

Elizabeth.lyons@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.

