



Our Future Starts  
With *you!*

**POSITION:** Inventory Technician (HELPS)

**DEPARTMENT:** Department of Social Services

**SALARY:** \$35,468

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

#### **BENEFITS:**

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

#### **DESCRIPTION:**

The Technician performs various clerical and manual activities necessary for the receipt, inventory, storage, and distribution of any goods, materials, equipment, furniture, office supplies, incoming and outgoing written communications and packages, etc. Does related 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 experience in a position with responsibility of receiving, distributing and inventory control of materials and supplies; OR,
- B. Graduation from an accredited college or university with an Associate's Degree and two (2) years of experience in a position with responsibility of receiving, distributing and inventory control of materials and supplies; OR,
- C. Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience in a position with responsibility of receiving, distributing and inventory control of materials and supplies.

#### **SPECIAL REQUIREMENT:**

Possession of an appropriate New York State Motor Vehicle operator's license at time of appointment and throughout employment.

**Please submit a 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.

