



Our Future Starts
With *you!*

POSITION: Office Assistant II (HELPS)

DEPARTMENT: Albany County Department of Mental Health

SALARY: \$46,660

WORK LOCATION & HOURS: 260 South Pearl Street, Albany, NY 12202/40 Hours

BENEFITS:

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

DESCRIPTION:

Integrated Clinic:

These positions are responsible for advanced clerical and office support work, including entering and reviewing data, processing and auditing transactions, customer communication, and maintaining and creating records in a variety of organizational settings to meet the requirements of agency programs. Work is performed under general supervision. Requires substantive knowledge of the program and/or of the program's governing laws, rules, or regulations. May perform any of the duties of Office Assistant I. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and two (2) years of clerical experience.

Please submit a resume and copies of transcripts with this application.

POINT OF CONTACT FOR INQUIRIES:

amna.siddiqui@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.

