



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

HOURS: 8:30am - 4:30pm

BENEFITS:

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

DESCRIPTION:

Join the Albany County Department of Economic Development, Conservation and Planning as a Confidential Secretary supporting a fast-paced, mission-driven team. This role is the organizational backbone of the department, keeping schedules on track, coordinating board meetings, managing purchasing and office operations, and jumping in to support projects and events.

You'll work alongside a collaborative group advancing land use planning, environmental review, conservation, farmland protection, redevelopment, and economic growth, playing a behind-the-scenes role in shaping Albany County's future.

This role requires sound judgment in responding to inquiries and sharing information about departmental work. You'll interact regularly with the public, staff, and partners, and are expected to handle sensitive matters with professionalism and discretion. The position offers a good deal of independence, with room to take initiative in day-to-day work. Other duties may be assigned as needed.

MINIMUM QUALIFICATIONS:

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

PREFERRED QUALIFICATIONS:

Strong organizational and multitasking skills; attention to detail; ability to manage competing priorities in a fast-paced environment; demonstrated initiative and problem-solving ability; and a positive, can-do attitude. Interest in public service is strongly preferred. Prior experience in a similar administrative or secretarial role is preferred.

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.

