



Our Future Starts  
With *You!*

**POSITION:** Personnel Assistant I (HELPS)

**DEPARTMENT:** Albany County Department of Human Resources

**SALARY RANGE:** \$46,013-\$51,013

**WORK LOCATION & HOURS:** 112 State Street, Albany, NY 12207, 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:**

This is responsible clerical work in processing personnel transactions for employees. The work is varied depending upon the assigned personnel unit. This worker has been trained to perform the specialized functions in a personnel operation. The work is performed under supervision with the availability of superiors to provide direction and assistance in new tasks or where a policy is not yet established. Does related work as required.

**MINIMUM QUALIFICATIONS: EITHER:**

- A. Graduation from an accredited college or university with at least Associate's Degree in Business Administration or a closely related field; *OR*;
- B. Graduation from High School or possession of a High School equivalency diploma and two (2) years of experience in clerical work involving public contact, including or supplemented by one (1) year of experience in human resources functions, including benefits, payroll, worker's compensation, insurance, training, and/or recruitment.

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

**POINT OF CONTACT FOR INQUIRIES:**

galal-aldeen.cancer@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.

