



Our Future Starts
With *you!*

POSITION: Receptionist (HELPS)

DEPARTMENT: Office of the Albany County District Attorney

SALARY RANGE: \$49,000-\$52,000

WORK LOCATION & HOURS: 6 Lodge Street, Albany, NY 12207, 8:30A-4:30P

BENEFITS:

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

DESCRIPTION:

Performs routine clerical work in meeting and directing clients. Work procedures and routines are well defined with detailed instructions for any new or revised procedures. Work is performed under direct supervision until the employee is able to work independently on the normal office routines. Work is inspected upon completion or by another step in the clerical process. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma.

Please upload a resume with your application.

POINT OF CONTACT FOR INQUIRIES:

DAjobs@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.

