



Our Future Starts
With *you!*

POSITION: Office Assistant I (HELPS)

DEPARTMENT: Albany County Department of Mental Health

SALARY: \$37,961

WORK LOCATION & HOURS: 260 South Pearl Street, Albany, NY 12202-35 Hours

BENEFITS:

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

DESCRIPTION:

The work involves responsibility for entry-level clerical and office support, including entering data, processing transactions, communicating with customers, and maintaining records in a variety of organizational settings to meet the requirements of agency programs. Work is performed under direct supervision. Does related work as required.

MINIMUM QUALIFICATIONS:

None.

Please submit a resume 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.

