

Notice of Job Opening

Position: Administrative Assistant

Applicants must meet the requirements outlined in the enclosed job description.

Please Note: This position is in the competitive class and will be filled on a provisional basis pending the outcome of the civil service examination.

Department: Office Of Cultural Affairs

Number of Vacancies to be filled: 1

Rate of Pay: \$39,000 \$58,500 annually
Commensurate with qualifications and experience

Schedule: 37.5 hours/week

Application Deadline: **Until Filled**

All applicants must submit an application online via jobs.albanyny.gov to be considered for the job opening.

Residency Requirement: YES

Per City Code § 62-1, all individuals hired by the City of Albany municipal government must be or become residents of the City of Albany within 180 days of hire. Failure to move into the City shall be deemed a voluntary resignation.

The City of Albany is an Equal Opportunity /Affirmative Action Employer.

Reposted on Friday, March 10, 2023

ADMINISTRATIVE ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision by the department head or higher level manager, the incumbent makes independent decisions on problems encountered within a delegated scope of activity. The incumbent assists in the development, planning and coordination of departmental activities. Supervision of others is not typical of this position.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Provides support to management with office methods, procedures and other non-technical fields for planning and administering programs;
- Collects necessary information and assists in the preparation of the departmental budget estimates;
- Prepares vouchers for payment;
- Collects agenda items and prepares and distributes agenda for board and committee meetings;
- Requisitions materials and supplies;
- Maintains accounts, receipts and records;
- Prepares and maintains report records through research and review;
- Maintains office calendar and room reservation system;
- Reads incoming mail and answers general correspondence as directed;
- May attend meetings and record minutes;
- May attend staff conferences concerning administrative procedures within the department;
- May develop, maintain and update computerized records containing information required for office programs;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the principles and practices of office management;
- Good knowledge of personal computers and office equipment, such as spreadsheets, word processing, calendar, e-mail and database software;
- Working knowledge of board and committee operations and meeting procedures;
- Working knowledge of research methods and principles of account keeping;
- Ability to make clear and accurate analyses of facts, figures and processes;
- Ability to relate effectively and professionally with co-workers, superiors and the public;
- Ability to present data, reports and comments clearly and concisely;
- Tact and courtesy;
- Good judgment;
- Thoroughness;

- Dependability;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or one accredited by the NYS Board of Regents to grant degrees with an Bachelor's Degree and one (1) year of satisfactory, fulltime paid work experience (or its part-time equivalency) in an office environment; **OR**
- B. Graduation from a regionally accredited or New York State registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree and three (3) years of satisfactory, fulltime paid work experience (or its part-time equivalency) in an office environment; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and five (5) years of satisfactory, fulltime paid work experience (or its part-time equivalency) in an office environment; **OR**
- D. Any equivalent combination of training and experience as defined by the limits of (A) through (C) above.

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