

Notice of Job Opening

Position: Special Operations Auxiliary Employee

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

Department: Police

Number of Vacancies to be filled: 1

Rate of Pay: \$20.00 starting hourly rate
Commensurate with qualifications and experience

Schedule: Shifts vary

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.

Union Preference: No

Background Check: **The City of Albany will conduct a thorough pre-employment background investigation as part of its consideration of candidates for employment.** Applicants must, upon request, provide documentation regarding their educational, employment, criminal, and driving records, and/or authorize the City to obtain those records. Applicants must also provide the necessary fees for the fingerprint processing. -- Background investigation results will be considered pursuant to Corrections Law Article 23-A as well as relevant federal law. A criminal conviction will not necessarily result in disqualification for employment. Rather, such factors as relationship to the job, age at the time of conviction, length of time since conviction(s), the seriousness and nature of the crime, and any rehabilitation will be considered.

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

Posted on Thursday, April 13, 2023.

SPECIAL OPERATIONS AUXILIARY EMPLOYEE

DISTINGUISHING FEATURES OF THE CLASS: The Albany Police Department's Special Operations Auxiliary Employee is used to provide a variety of services to include, but not limited to: observing and reporting conditions requiring the services of a certified Police Officer; whenever possible, they assist in non-enforcement and non-hazardous duties, assisting with crowd and/or traffic control during public events such as festivals, runs, and other special events. Perform various other non-enforcement duties as assigned.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Observe and report conditions requiring the services of a certified Police Officer;
- Assist in Department's non-enforcement and non-hazardous duties;
- Assist with crowd and/or traffic control during public events such as festivals, runs, and other special events;
- Performs various clerical tasks as directed;
- Answers telephones and provides information as required;
- Furnishes information to the public, visitors, clients;
- Perform various other non-enforcement duties and related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Excellent organizational skills;
- Excellent interpersonal and communication skills;
- Excellent public speaking and communication skills;
- Ability to deal calmly and effectively with co-workers, volunteers and the public;
- Ability to work independently;
- Ability of understand and follow oral and written instructions;
- Outgoing personality;
- Willingness to work outside in all types of weather and conditions;
- Tact;
- Courtesy;
- Resourcefulness;
- Reliability;
- Good judgment;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

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

Preference may be given to those applicants with event coordination experience.

SPECIAL REQUIREMENTS:

- This position will require an incumbent to work flexible hours including weekends and holidays and to work in adverse weather conditions;
- Possession of a current and valid Driver's License at time of appointment and for duration of employment;
- Satisfactory results from a background investigation, medical and administrative screening.

Issued: 3/29/2023