



CITY OF ALBANY
HUMAN RESOURCES
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PLEASE POST CONSPICUOUSLY
March 6, 2019

TO: All City of Albany Departments & Divisions

SUBJECT: Notice of Job Opening --

Data Entry Operator
Police Department

The **Police Department** has one (1) vacancy for the position of **Data Entry Operator** at a rate of **\$33,345- \$38,658/year @ 35 hours/week.**

Applicants must meet the requirements as outlined in the attached job description. This position is a competitive class Civil Service position that may be filled on a provisional basis pending the outcome of the Civil Service examination.

Anyone who is interested in applying for this job should submit an application online at **jobs.albanyny.gov** to be submitted no later than 11:59 p.m. **Wednesday, April 3, 2019.**

EFFECTIVE 2/26/15 LOCAL LAW F – 2014

Section 62-1 of Chapter 62 of the Code of the City of Albany.

D. Residency for new employees. Except as otherwise provided by the section, the Common Council hereby establishes a residency requirement for all prospective employees of the City. Every person initially employed by the City of Albany, shall, as a qualification of employment, be or become a resident of the City of Albany within 180 days of the date of initial appointment for said City. Furthermore, employees hired after the effective date of this section shall continue to be a resident of the City of Albany throughout their employment with the City, and the failure to move into the City, shall be deemed a voluntary resignation. The City may require annual proof of residency from affected employees.

PLEASE POST FOR 20 (TWENTY) BUSINESS DAYS UNTIL
WEDNESDAY, APRIL 3, 2019
An Equal Opportunity /Affirmative Action Employer

DATA ENTRY OPERATOR

DISTINGUISHING FEATURES OF THE CLASS: This is routine office work requiring care and accuracy while performing a full range of routine typing and clerical work. Under direct supervision, the incumbent performs a variety of tasks utilizing a computer to produce correspondence, records, reports, tables, documents and other material, following prescribed guidelines. The activities of employees in this class provide direct support to professional staff. Various routine clerical tasks, such as filing, sorting, answering telephones, are also performed. Supervision is not a responsibility of this position.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Types material using an alphanumeric keyboard to produce correspondence, reports, payrolls, lists, statements, vouchers, purchase orders, bills and/or other financial documents;
- Proofreads material and makes necessary corrections;
- Prepares and maintains simple records and files;
- Operates a variety of office machines;
- May receive incoming mail: open, date and distribute;
- May receive visitors, ascertain their business and direct to appropriate staff;
- May issue licenses, permits and other papers in accordance with law, regulation or administrative practice;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of personal computers and office equipment;
- Good knowledge of proper grammatical usage, punctuation and spelling;
- Good knowledge of office terminology, procedures and equipment;
- Ability to follow written and verbal instructions;
- Ability to get along well with others;
- Accuracy;
- Courteous manner;
- Tact;
- Good judgment;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Six (6) months of typing or data entry experience.