

Notice of Job Opening

Position: Administration Assistant (NY HELPS Program)

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: Recreation

Vacancies to be filled: 1

Rate of Pay: \$44,340 - 62,670 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 Preference: YES

Preference in hiring is given to qualified City of Albany residents. All candidates must reside in the following counties at the time of appointment and throughout their employment. Proof of residency will be required at time of appointment.

- Albany County
- Rensselaer County
- Schenectady County
- Saratoga County
- Greene County
- Columbia County
- Schoharie County

ADMINISTRATIVE ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision by the department head or their designee, the incumbent makes independent decisions on issues 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;
- Obtains pricing information for department purchases as required;
- 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 all administrative and clerical duties as assigned;
- 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. Possession of a Bachelor's Degree (or higher) and one (1) year of satisfactory, fulltime paid work experience (or its part-time equivalency) in an office environment; **OR**
- B. Possession of 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.

Note: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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