

Notice of Job Opening

Position: Information Clerk II

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: Department of General Services

Number of Vacancies to be filled: 1

Rate of Pay: \$33,451/year @ 37.5 hours/week

Schedule: Monday-Friday : 8:30 am – 5:00 pm

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.

Posted on Friday, April 23, 2021