

## **Notice of Job Opening**

**Position:** Office 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:** Recreation

**Number of Vacancies to be filled:** 1

**Rate of Pay:** \$33,598.00/Year

**Schedule:** 37.5 hours/week

**Application Deadline:** **11:59 pm on Tuesday, September 28, 2021**

All applicants must submit an application online via [jobs.albanyny.gov](http://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 Wednesday August 11, 2021**

## **OFFICE ASSISTANT**

**DISTINGUISHING FEATURES OF THE CLASS:** Under general supervision, an incumbent of this position performs complex clerical support work and administrative tasks for the department/division head. The work performed is higher level in nature and requires good knowledge of the policies, functions and procedures of a department. This is primarily a clerical position where the work involves responsibility for updating, maintaining and organizing records and reports for the assigned division. Ability to interact with tenants, landlords, and supervisory staff; and exercise of independent judgment is a major aspect of the work.

### **TYPICAL WORK ACTIVITIES: (Illustrative Only)**

- Performs administrative and clerical work in the maintenance of records and files;
- Collects and compiles information, data and statistical reports;
- Receives, sorts, indexes, and files: mail, bills, requisitions, ledger cards and other various documents and materials;
- Contacts and assists tenants regarding missing, incomplete or unsigned applications and lease agreements;
- May assist the collections department with tenant rent disputes by reproducing and reviewing history of payment records with tenants to settle disputes;
- May attend and participate in court hearings by recording and/or documenting decisions, payment plans etc;
- May create schedules for Section 8 and public housing inspections;
- May assist in the coordination, scheduling and documentation of inspections and re-inspections;
- Assists in maintaining inventories, records and other departmental or organizational data;
- May type, record and mail inspection notifications, failed inspection and no show notices;
- May contact landlords to schedule appointments for inspections;
- Maintains and updates various databases including parking permits issued for tenants; insurance binders for all contractors or venders performing work on housing property etc.;
- May assist in the formal bidding and awarding of contracts to venders by providing clerical support;
- May assist in the maintenance of personnel records, payroll records, worker's compensation forms, and other documents related to personnel administration;
- Receives telephone calls, makes appointments, and acts as receptionist;
- May use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

- 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 the fundamentals of modern office practices and procedures;
- Good knowledge of personal computers and office equipment;
- Knowledge of office record keeping practices;
- Ability to plan and organize clerical work;
- Ability to use computer;
- Ability to use applications such as spreadsheets, word processing, calendar, e-mail and database software;
- Ability to understand and follow complex oral and written instructions;
- Ability to enter data, maintain records, prepare reports;
- Resourcefulness;
- Initiative;
- Accuracy;
- Ability to get along well with others;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from high school or possession of a high school equivalency diploma and two (2) years of satisfactory fulltime paid experience in an office environment; **OR**
- B) Any equivalent combination of training and experience as defined by the limits of (A) above.

**PROMOTIONAL FIELD:** Two (2) years permanent competitive class status as a Keyboard Specialist or Receptionist and employed at the Albany Housing Authority at the time of application and appointment.

**SUBSTITUTION:**

Satisfactory completion of 30 credits\* or one year of post high school experience at a college or business school may be substituted for one year of the required experience.