CITY OF ALBANY
HUMAN RESOURCES
CITY HALL, ROOM 301
ALBANY, NEW YORK 12207
Telephone (518) 434-5049

KATHY M. SHEEHAN
MAYOR

MIRIAM DIXON
DIRECTOR

PLEASE POST CONSPICUOUSLY
May 24, 2017

TO: All City of Albany Departments & Divisions

SUBJECT: Notice of Job Opening –

Staff Assistant
Department of Administrative Services
Human Resources

The **Department of Administrative Services-Human Resources** has one (1) vacancy for the position of **Staff Assistant** at a rate of **$30,000-$35,000/year @ 37.5 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 a resume and application to the City of Albany, Department of Human Resources, City Hall, Room 301, Albany, NY 12207 or via e-mail to hr@albanyny.gov to be received in the office no later than 5:00 p.m. **Wednesday, June 21, 2017**.

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, JUNE 21, 2017.
An Equal Opportunity /Affirmative Action Employer

STAFF ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of a higher level employee, an incumbent of this position performs complex clerical support work and administrative functions. The work performed is higher level in nature and requires good knowledge of the policies, functions and procedures of a department. The work involves responsibility for updating, maintaining and organizing records and reports. Ability to interact with employees and retirees, job applicants, general public, benefit administrators, and other governmental personnel is an essential job function. Exercise of independent judgment is a major aspect of the work. This class differs from the entry level by the degree of difficulty of work assignments and the level of responsibility in the incumbent's role with their assigned staff. A high degree of initiative and independent action is required to ensure the timely and accurate processing of the workflow. Supervision is not a responsibility of this position.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Performs administrative and clerical functions with regard to employee benefits including routine benefit inquiries, and assists employees with various benefit forms;
- Maintains personnel records, payroll records, worker's compensation forms, and other documents related to personnel administration;
- Prepares exam announcements, job posting announcements and advertisements for local newspapers;
- Reviews candidate applications and makes recommendations as to qualifications;
- Collects and compiles information, data and statistical reports;
- Compiles and maintains personnel and civil service record files;
- Contacts and assists employment seekers/civil service examination applicants regarding missing, incomplete or unsigned applications;
- Prepares correspondence received from various outside agencies and municipalities;
- Researches prior employment requests;
- Orders civil service examinations;
- Assists with creating job descriptions;
- Assists in the preparation of certified eligible lists;
- Assists in the preparation of the civil service annual report;
- Assists with enrolling new employees in health insurance plans;
- Assists with coordinating COBRA notifications to employees or dependents as mandated by Federal Law;
- Enters and retrieves information in automated information systems;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of Civil Service Law;
- Good knowledge of modern office terminology, procedures, equipment and business English;
- Good knowledge of office record keeping practices;
- Good knowledge of word processing, spreadsheets and database software applications;
- Ability to maintain neat and legible records;
- Ability to understand and follow oral and written instructions;
- Ability to meet and deal effectively with employees and the public;
- Ability to effectively communicate both orally and in writing;
- Accuracy;
- Reliability;
- Resourcefulness;
- Good knowledge of personal computers and office equipment;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A. Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree (or higher) in Public Policy, Business or Public Administration, Human Resources Management or related field and one (1) year full-time paid administrative support experience; **OR**

B. Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree in Public Policy, Business or Public Administration, Human Resources Management or related field and three (3) years full-time paid administrative support experience; **OR**

C. Graduation from high school or possession of a high school equivalency diploma and five (5) years full-time paid administrative support experience; **OR**

D. An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

Issued: 3/31/10
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4/26/17