

VACANCY ANNOUNCEMENT
Department of Economic Development

Application Due By: June 6, 2013

Title: Administrative Aide

Location: NYS Department of Economic Development
Broadband Program Office
625 Broadway
Albany, NY 12245

Grade: 13

Work Hours: 8:30 AM – 5:00 PM

Work Days: Mon - Fri

Employment Type: Full Time

Appointment Type: Permanent

Jurisdictional Class: Competitive

Bargaining Unit/MC: CSEA

Duties/Responsibilities: Including but not limited to: Providing all administrative and secretarial services such as typing, filing, telephone coverage, scheduling, maintaining staff calendars, correspondence, making travel arrangements, setting up meetings, reviewing invoices (both contractual and non-contractual), processing payments (and forwarding to NYC or Albany for payment), ordering supplies and maintaining orderly records of all of the above. May also be involved in database searches and data entry to create computerized reports and compiling information.

Minimum/Preferred

Qualifications: Must be reachable on Administrative Aide list, currently a permanent Administrative Aide, or eligible for a transfer within two grades of SG13 and in a similar position under Section 70.1 of Civil Service Law.

Contact Information

Contact Name: Stephanie Corso

Address: NYS Department of Economic Development
Human Resources Office
625 Broadway
Albany, NY 12245

Phone: (518) 292-5178

Fax: (518) 292-5852

E-Mail: ded-hr@esd.ny.gov

Additional: Please forward resume and cover letter.

F:\JobPostings\Admin Aide Broadband 2nd posting Albany May 2013

5/23/13