

DEPARTMENT OF ECONOMIC DEVELOPMENT
Vacancy Announcement

Position Title: Secretary 1

Due Date: 8/06/14

Grade: 11

Negotiating Unit: CSEA

Appointment Type: Permanent

Jurisdictional Class: Competitive

Salary Range: \$37,253 - \$45,660

Department: Mid-Hudson Regional Office

Location: 33 Airport Center Drive, Suite 201
New Windsor, NY 12553

Responsibilities:

Duties include, but are not limited to:

Position requires an experienced administrative assistant/receptionist with strong front office skills. Incumbent must be able to work in a fast paced environment, must possess good communications skills, and must be detail oriented and able to multi-task general office duties, heavy phones, and coordinating Regional Director's schedule, meetings and events. This position requires high proficiency in MS Word, Excel and PowerPoint; Access to a lesser degree. Incumbent will handle scheduling matters, confirm meetings, conference calls, reserve meeting rooms, resolve scheduling conflicts, monitor schedules, and provide meeting updates and reminders. Incumbent will prepare various documents for staff signatures (payment authorizations, travel vouchers, Human Resources forms, contracts, etc.). Incumbent will process incoming mail to determine where to direct the correspondence, as well as prepare responses to general correspondence. Incumbent will screen and handle all incoming calls and visitors to the Department, determine which calls require personal attention, those which may be referred to other staff members, and those which can be handled immediately. Incumbent will perform a variety of general office duties, including typing, preparing reports, creating and maintaining file systems, maintain tracking of various lists, copying and faxing. Incumbent will make necessary travel arrangements providing details of travel schedule and ensure all travel documents are in order and available as needed. Incumbent will complete special assignments and projects as required.

Minimum Qualifications:

Must be reachable on Secretary 1 list, currently a permanent Secretary 1, or eligible for a transfer within two grades of SG11 and in a similar position under Section 70.1 of Civil Service Law.

Contact Information:

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Additional: Please forward cover letter and resume to email address above. *(New York State is an equal opportunity/affirmative action employer.)*