

Office of Human Resources

Clerical/Secretarial/Operational Postings Vacancy Announcement

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General Information:

Title: Office Assistant 1 (Keyboarding)	Notice Number: R03-17-30
Salary Grade: 06	Item Number: 44308
Appointment Type: Permanent	Jurisdictional Class: Competitive
Date Issued: May 03, 2017	Expiration Date: May 13, 2017

Location:

Region 3, Design Group, Senator Hughes State Office Building, Syracuse NY, Onondaga County

Minimum Qualifications:

In order to be considered for permanent appointment, candidates must be reachable from the appropriate Civil Service eligible list or be eligible for reassignment or transfer in accordance with Civil Service Law.

Note: you must be able to type at the rate of at least 30 words per minute, with at least 96% accuracy. Unless waived in accordance with Civil Service procedures, a typing performance test will be administered prior to appointment.

Duties:

The successful candidate will provide clerical assistance to the Design Group. Duties include, but are not limited to:

- Typing correspondence, documents, records, and other written material from various sources
- Monitoring and tracking status of Department activities such as controlled correspondence and executive deadlines
- Coordinating information flow by acting as a liaison among key executive staff, other employees, outside agencies, and the public
- Opening, reviewing, sorting, and distributing mail in accordance with staff assignments
- Managing files (paper and electronic) in the office and the warehouse
- Answering telephone calls, responding to policy and procedure questions, and directing calls to appropriate staff
- Scheduling and arranging materials for meetings

- Maintaining the electronic calendar for the design conference room
- Handling personnel forms for employees

Preferred candidate will possess excellent written and oral communication skills as well as proficiency in computer programs such as Microsoft Word, Excel, PowerPoint, and Outlook.

Responsibilities may include serving a role within the Incident Command System to support the department's response to regional and statewide emergency situations.

To Apply:

Qualified candidates should submit a letter of interest and a current resume no later than **May 13, 2017** to:

Karen Czachowski, Regional Personnel Specialist
 NYS Department of Transportation
 333 E. Washington St.
 Syracuse, NY 13202
 Email: R3-HR-personnel@dot.ny.gov
 Fax: (315) 428-4283

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at info@goer.ny.gov.

The New York State Department of Transportation is an equal opportunity/affirmative action employer. Women, minority group members, disabled persons and Veterans are encouraged to apply. Upon request, reasonable accommodations will be provided for the disabled.

In compliance with Public Law 99-603, candidates selected for appointment must provide an original document to prove their citizenship and/or legal right to work in the United States.

Email questions and comments to DOTPersonnel@dot.state.ny.us
 Last Update: