



Department of Health

ANDREW M. CUOMO
Governor

HOWARD A. ZUCKER, M.D., J.D.
Commissioner

SALLY DRESLIN, M.S., R.N.
Executive Deputy Commissioner

ANNOUNCEMENT OF ANTICIPATED TRANSFER OPPORTUNITY

TITLE	Secretary 1 - 51496
SALARY/ SALARY GRADE	\$37,998 - \$46,573 Grade 11
NEGOTIATING UNIT	CSEA Administrative Services (02)
LOCATION	Office of Primary Care and Health Systems Management Bureau of Emergency Medical Services and Trauma Systems 875 Central Avenue Albany, NY
MINIMUM QUALIFICATIONS	Current Department of Health employee with permanent or contingent-permanent status as a Secretary 1 (G-11) OR a New York State employee with one year or more of permanent or contingent-permanent competitive service as a Secretary 1 (G-11) or in a title at or above a G-9 and eligible for transfer under Section 70.1 of the Civil Service Law.
PREFERRED QUALIFICATIONS	Two years of experience performing administrative support functions. Proficient in Microsoft Word, Excel and Outlook and the use of custom software programs. Strong communication, coordination, organization skills and the ability to work independently. Ability to handle multiple tasks and maintain efficient work flow and resolve day-to-day operational problems.
RESPONSIBILITIES	The incumbent will provide administrative support to the Bureau Director and 5 program managers. Duties include: monitor and track status of program operations; transmit instructions from program managers to appropriate staff orally, in writing or electronically and follow up to see that instructions are followed and deadlines are met; prepare reports using statistical and narrative information. This may require the use of software programs in order to obtain necessary data. May analyze information and make recommendations; answer the telephone, respond to questions from the public concerning EMS policy or procedures and refer calls to appropriate staff member; open, review, sort and distribute the mail in accordance with staff assignments; prepare responses to letters concerning program, policies and procedures for own or supervisor's signature; review outgoing correspondence for proper grammatical usage, clarity, factual correctness, compliance with policy, program information and conformance to instructions; ensure that appropriate background material is attached; design, set up and maintain files (including electronic) of correspondence/documents; code and file material; search for requested material and periodically purge obsolete material for storage in records center or for disposal; and schedule meetings and maintain calendar.
CONDITIONS OF EMPLOYMENT	Permanent, competitive, full-time.
APPLICATION PROCEDURE	Submit resume, preferably in PDF format, to Human Resources Management Group, CB/SEC1/51496 Room 2217, Corning Tower Building, Empire State Plaza, Albany, New York 12237- 0012, or by fax to (518) 473-3395, or by email to resume@health.ny.gov , with Reference Code CB/SEC1/51496 included in the subject line. <u>Failure to include the required information in the subject line of your email or fax may result in your resume not being considered for this position.</u> Resumes accepted until the position is filled.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
WOMEN, MINORITIES AND PEOPLE WITH DISABILITIES ARE ENCOURAGED TO APPLY**

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