



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 TRANSFER OPPORTUNITY **CURRENT NYS EMPLOYEES ONLY**

TITLE	Office Assistant 2 (Keyboarding) - 13256
SALARY/GRADE	\$33,972- \$41,756/G-9 (plus \$3,026 Downstate pay adjustment)
NEGOTIATING UNIT	CSEA/02
LOCATION	Metropolitan Area Regional Office (MARO) AIDS Institute 145 Huguenot Street, 6 th Floor New Rochelle, NY 10801-5228
MINIMUM QUALIFICATIONS	<p>Permanent Transfer Candidates: Current New York State employee with one year or more of permanent or contingent-permanent service as an Office Assistant 2 (Keyboarding), G-9 OR one year or more of permanent or contingent-permanent service in a title at or above a G-7 and eligible for transfer under section 70.1 of the Civil Service Law.</p> <p>Provisional Promotion Candidates: Current New York State employee with one year or more permanent or contingent-permanent competitive or 55-b/55-c service in a position as a Data Entry Machine Operator, Data Entry Machine Operator (Spanish Language), Keyboard Specialist 1, Keyboard Specialist 1 (Chinese Language), Keyboard Specialist 1 (Spanish Language), Law Department Document Specialist Trainee 1 or Trainee 2, Office Assistant 1 (Keyboarding), Office Assistant 1 Keyboarding (Chinese Language), or Office Assistant 1 Keyboarding (Spanish Language).</p>
PREFERRED QUALIFICATIONS	Public Health training or experience. Knowledge of STDs and HIV. Experience utilizing electronic health systems with confidential information. Excellent communication and interpersonal skills. Demonstrated organization skills.
RESPONSIBILITIES	<p>The Office Assistant 2 (Keyboarding) provides clerical support to five professional staff in the Metropolitan Area Regional Office located in New Rochelle. The position serves a wide variety of individuals ranging from public health partners to medical providers and program consumers. This position is stationed in a secure area of the regional office where highly confidential HIV related information is gathered, processes and stored. <u>Duties include, but not limited to the following:</u></p> <ul style="list-style-type: none">• Maintain, record and close all positive cases in a tracking log.• Create field records and manage new case referrals.• Assist in the creation of the monthly reports.• Answer all incoming calls;• Schedule appointments;• Receive and process new positive case reports from counties and providers;• Assist with all clerical duties in support of Bureau and field staff.
CONDITIONS OF EMPLOYMENT	Permanent, competitive, full-time appointment.
APPLICATION PROCEDURE	Submit resume, preferably in PDF format, to Human Resources Management Group, JB/OA2KB/13256 , 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 JB/OA2KB/13256 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 July 24, 2016.

Issued: July 1, 2016

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