NEW YORK STATE OF OPPORTUNITY. | Department of Health

ANDREW M. CUOMO
Governor

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

LISA J. PINO, M.A., J.D.
Executive Deputy Commissioner

ANNOUNCEMENT OF ANTICIPATED JOB OPPORTUNITY

TITLE	Office Assistant 1 (Keyboarding) - 22854
SALARY/GRADE	$31,245 - $38,651/G6
NEGOTIATING UNIT	Civil Service Employee Association (CSEA), Administrative Services Unit – 02
LOCATION	Center for Community Health Division of Epidemiology Bureau of Immunization, Administrative & Fiscal Unit Albany, NY
MINIMUM QUALIFICATIONS	Current Department of Health employee with permanent or contingent-permanent competitive status as an Office Assistant 1 (Keyboarding), G6 OR a NYS employee with one year or more of permanent or contingent-permanent competitive service in a title at or above a G4 and eligible to transfer to Office Assistant 1 (Keyboarding) under Section 70.1 of the Civil Service Law*.
PREFERRED QUALIFICATIONS	Experience with personal computers, including experience using Microsoft Office applications (Word, Excel, Access, and Outlook); general office experience; proofreading skills and attention to detail; excellent communication skills, including telephone skills and customer service; ability to work independently and prioritize workload. .
RESPONSIBILITIES	This position monitors the Bureau's shared email mailboxes, such as COVID19 Vaccine (for health care providers) and "Immunize" (for the public) and refers emails for response to subject matter experts. Other duties include conducting calls to School Immunization Survey non-responders; data entering vouchers in the Statewide Financial System (SFS) and in tracking spreadsheets; answering and referring phone calls and providing other general administrative support to the entire Bureau; typing documents in Word; scheduling meetings, retrieving and disbursing mail; maintaining electronic and paper files; maintaining tracking logs for various processes and contacting providers to obtain and verify demographic and/or patient profile information.
CONDITIONS OF EMPLOYMENT	Permanent, full-time position. Positions are located in Albany, NY. Travel, including occasional overnight travel, may be required. *Transfer candidates serving in certain designated titles will need to pass a keyboarding examination to qualify for appointment.
APPLICATION PROCEDURE	Submit resume, preferably in PDF format, to Human Resources Management Group, **C19/22854/OA1KB/EPI-**IMM, 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 C19/22854/OA1KB/EPI-**IMM **included in subject line.** 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. Resumes accepted until October 13, 2020.
Issued – September 25, 2020	