



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 JOB VACANCIES

TITLE	Office Assistant 1 (Keyboarding) - 5 Summer Positions
SALARY	\$13.17 hourly
NEGOTIATING UNIT	Civil Service Employees Association (CSEA)
LOCATION	Glens Falls (1), Monticello (1), Oneonta (1), and Saranac Lake (2)
MINIMUM QUALIFICATIONS	Ability to type 35 words per minute.
RESPONSIBILITIES	The Seasonal Office Assistant 1 (Keyboarding) positions will provide clerical support for the Regional Office they are assigned to, including: filing, typing, data entry, answering phones, preparing bills and collecting fees for operating permits. The incumbents will also assist in preparing operating permit documents for regulated facilities and maintaining inspection and certification records for all facilities, including: public water supplies, food service establishments, children's camps, temporary residences, campgrounds, bathing beaches, swimming pools, mobile home parks, agricultural fairgrounds, and tanning facilities.
CONDITIONS OF EMPLOYMENT	Temporary, seasonal employment for the summer season, (May 10 – October 1). You must pass a keyboarding test if selected.
APPLICATION PROCEDURE	Submit resume, preferably in PDF format, and location preference to Human Resources Management Group, CC/Seasonal/OA1 , Room 2217, Coming 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 CC/Seasonal/OA1 and location you are interested in included in the subject line. <u>Failure to include the required information in the subject line of your email or fax, or failure to specify location, may result in your resume not being considered for this position. Resumes accepted until positions are filled.</u>

Issued: April 7, 2020