



JOB POSTING #254 (revised)
PLEASE POST

The City School District of Albany, New York
An equal/affirmative action employer
Management Confidential Employment Opportunity

| | |
|--------------------------------------|--|
| <u>Date of Posting:</u> | May 15, 2018 |
| <u>Position(s):</u> | Administrative Assistant - Anticipated |
| <u>Location(s):</u> | Academy Park |
| <u>Salary:</u> | \$46,000.00 |
| <u>Deadline for Applying:</u> | May 29, 2018 |

DUTIES OF THE POSITION: Under general supervision by the department head, the incumbent makes independent decisions on problems encountered with a delegated scope of activity. The incumbent assists in the development, planning and coordination of departmental activities. Supervision of others is not typical of this position.

Minimum Qualifications: Candidates must meet the minimum qualifications by the date of the examination.

- A. Graduation from a regionally accredited or New York State registered college or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree and one (1) year of satisfactory, fulltime paid work experience (or its part-time equivalency) in an office environment; OR
- B. Graduation from a regionally accredited or New York State registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree and three (3) years of satisfactory, fulltime paid work experience (or its part-time equivalency) in an office environment; OR
- C. Graduation from high school or possession of a high school equivalency diploma and five (5) years of satisfactory, fulltime paid work experience (or its part-time equivalency) in an office environment; OR
- D. Any equivalent combination of training and experience as defined by the limits of (A) through (C) above.

Note: This is a competitive Civil Service position; transfer or appropriate Civil Service Exam is required.

Send a cover letter, resume and application to:

Email: humanresources@albany.k12.ny.us

City School District of Albany

Office of Human Resources

Academy Park

Albany, New York 12207

The City School District of Albany, New York, does not discriminate on the basis of Age, Race, Color, National Origin, Sex, Sexual Orientation, Disability or Marital Status in Employment or any of the educational programs and activities which it offers or operates, as it is required to do by Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the New York State Human Rights Laws.