Administrative Specialist 1 OR
Administrative Specialist Trainee 1 OR
Administrative Specialist Trainee 2

Announcement Posted:
12/14/22

Responses must be hand delivered or postmarked by:
12/24/22

Salary Range:
$61,270 to $77,912 (Administrative Specialist 1); OR
$46,529 (Administrative Specialist Trainee 1); OR
$49,202 (Administrative Specialist Trainee 2)

Location:
Employment and Income Support Programs
40 North Pearl Street
Albany, NY 12243

Grade:
18/NS

# of Positions:
1

Candidates Must Meet the Following Qualifications:

Administrative Specialist 1 (SG-18):
Eligible for a lateral transfer or eligible for a 70.1 transfer or a 52.6 transfer by having one year of permanent competitive service in an appropriate title;
View a complete listing of 70.1 transferable titles
View a complete listing of 52.6 transferable titles; OR

Administrative Specialist Trainee 1 (SG-13):
Eligible for a lateral transfer or eligible for a 70.1 transfer or a 52.6 transfer by having one year of permanent competitive service in an appropriate title;
View a complete listing of 70.1 transferable titles
View a complete listing of 52.6 transferable titles; OR

Administrative Specialist Trainee 2 (SG-14):
Eligible for a lateral transfer or eligible for a 70.1 transfer or a 52.6 transfer by having one year of permanent competitive service in an appropriate title;
View a complete listing of 70.1 transferable titles
View a complete listing of 52.6 transferable titles; OR

Reachable on the appropriate eligible list in Albany.

**Duties of Position:**

Working in the Supplemental Nutrition Assistance Program (SNAP) Bureau in the Division of Employment and Income Support Programs, duties include but are not limited to;

- Provide administrative support to a Director and Temporary Assistance Specialists within the Bureau;
- Answer incoming calls from the public, take messages and forward calls to appropriate SNAP staff;
- Prepare letters, memoranda, records, and other documents as needed;
- Perform functions such as scanning, file maintenance and other administrative tasks as necessary;
- Assist SNAP Bureau with tracking deadlines and correspondence between various program areas;
- Manage and monitor the SNAP Bureau’s shared mailbox and distribute correspondence to appropriate SNAP staff;
- Organize and schedule meetings;
- Maintain contact lists;
- Provide support with processing vouchers; and
- Provide support with any other contract related administrative duties as requested.

**Conditions of Employment:**

A full-time, contingent-permanent appointment will be made. If certified by Civil Service, mandatory reemployment list candidates must be considered first for appointment to this title.

**Remarks:**

- Candidates should reference posting 22-305 when submitting your application.
- If submitting electronically, please reference posting 22-305 as part of your subject line.
- If you are interested in applying to this position, please visit how to apply for applicant instructions.
- This position meets the criteria for appointment under 55-b and 55-c of Civil Service Law.
- Veterans may be entitled to additional compensation if this position is filled via a traineeship. Applicants should identify themselves as a Veteran if this applies to you.