



**Adirondack
Park Agency**

KATHY HOCHUL
Governor

TERRY MARTINO
Executive Director

NOTICE OF VACANCY

TITLE: Office Assistant 1

GRADE: SG-6

TYPE OF APPOINTMENT: Permanent

UNIT: CSEA

LOCATION: Ray Brook, Essex County

POSTED: October 6, 2021

REMOVE: October 20, 2021

JOB DESCRIPTION: Office Assistants perform office support and clerical work to meet the requirements of agency programs. Incumbent duties may include but are not limited to the following: data entry; math or calculations; mail, supply, and inventory-related tasks; keyboarding and other document preparation tasks; answering telephones; completing forms; assisting customers; creating or assisting in the preparation of reports, charts, graphs, and tables; meeting minutes and other related activities. This work is accomplished in accordance with applicable procedures, rules, regulations, and laws. Hours: 8:30 am-4:30 pm.

QUALIFICATIONS: Eligible for a Section 70.1 transfer. Candidates on PCO Eligible List for Office Assistant 1 will be considered through a canvass and need not apply.

**SUBMIT APA Employment Application and Resume BY COB on October 20, 2021
TO:**

New York State Adirondack Park Agency
ATTN: Elaine Caldwell, Administrative Officer
PO Box 99
Ray Brook, New York 12977
E-mail to: Elaine.Caldwell@apa.ny.gov

We are an Equal Opportunity Employer. We do not discriminate based on race, religion, color, sex, age, national origin, disability, Veteran status or sexual orientation in employment or in admission or access to Agency programs or activities. If you are an individual with a disability, as defined by State or federal law, you may be entitled to an accommodation to enable you to participate in the interview process and/or to perform the essential duties of the position for which you are applying. Please contact the Affirmative Action Officer to request an accommodation.