



Job Opening

APPLICATION DEADLINE DATE: September 26, 2019

JOB TITLE: Secretary 1, SG-11, CSEA
APPOINTMENT TYPE: Permanent
DEPARTMENT: Tourism
625 Broadway, Albany, NY 12245

LOCATION: Albany
JURISDICTION CLASS: Competitive

BASIC FUNCTION:

The incumbent of this position will be responsible for providing administrative support within the Division of Tourism at the NYS Department of Economic Development.

WORK PERFORMED:

- Open and distribute mail, answer phones, direct calls and schedule meetings, including providing back up to the Executive Assistant to the Executive Director / VP of Tourism
- Process department billing through the Statewide Financial System (SFS) and assist other staff with billing matters and SFS questions
- Track and report on the status of billing and alert staff of delays or additional documents required
- Reconcile the division's procurement card for purchases and follow up on all requisitions
- Research and prepare responses to requests for division approval of special event road closures
- Provide administrative support for departmental initiatives, programs and personnel including matching funds, international tourism, trainings, workshops and promotional tourism events
- Assist with event preparation as needed within prescribed timeframes
- Assist in processing requests for tourism information or items
- Order office supplies for the division
- Other secretarial duties as assigned

EDUCATION & REQUIREMENTS:

Must be reachable on the Secretary 1 list, currently in a permanent Secretary 1 position, or eligible for a transfer within two grades of grade 11, under Section 70.1 of the Civil Service Law. You may be required to take a typing proficiency exam. Proficiency in SFS, Outlook, Word and Excel required.

SALARY RANGE: \$41,130 – \$50,405

ADDITIONAL:

If interested in this position, please forward a cover letter and resume to the e-mail address below by **September 26, 2019**. Be sure to indicate the position title and location you are applying for and specify **how you meet the minimum qualifications** in your cover letter.

INQUIRE

NYS Department of Economic Development
Human Resources Office
625 Broadway
Albany, NY 12245
Fax: (518) 292-5852
E-Mail: DED-HR@esd.ny.gov

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