



**Job Opening**

**APPLICATION DEADLINE DATE: September 23, 2019**

**JOB TITLE:** Secretary 1, SG-11, CSEA  
**APPOINTMENT TYPE:** Permanent  
**DEPARTMENT:** Central NY Regional Office  
620 Erie Boulevard West, Suite 112  
Syracuse, NY 13204

**LOCATION:** Syracuse  
**JURISDICTION CLASS:** Competitive

**BASIC FUNCTION:**

Under the general direction of the Regional Director, the incumbent of this position will serve as office manager, providing administrative and secretarial support.

**WORK PERFORMED:**

- Provide administrative and secretarial support to all staff in the Central New York Regional Office
- Prepare and coordinate Regional Economic Development Council meetings
- Maintain Regional Office calendar
- Schedule meetings
- Schedule and attend public hearings (local travel required)
- Act as a liaison for representatives of the Department at public hearings; coordinate information presented.
- Submit necessary paperwork following public hearings
- Make travel arrangements
- Prepare and maintain expense reports
- Assist with database management
- Answer telephones and handle inquiries in a timely, courteous, and professional manner
- Represent office and serve as initial contact with public
- Meet and greet clients and visitors
- Order office supplies and maintain inventory
- Coordinate maintenance of office equipment as required
- Perform general clerical duties such as photocopying, faxing, mailing, and filing
- Open and distribute mail
- Monitor correspondence prepared for the Director's signature to assure timeliness, completeness, and accuracy
- Maintain office files, electronic files, follow-up systems, as well as established office procedures
- Other duties as assigned

**EDUCATION & REQUIREMENTS:**

Open to current NYS employees who are currently in a Secretary 1 title, eligible for transfer under Section 70.1 of Civil Service Law, and to those reachable on the Secretary 1 eligible list. No need to apply if on this list; we are canvassing all list candidates.

**SALARY RANGE:** \$41,130 - \$50,405

Note: The starting salary for candidates with no prior State service will be at the minimum hiring rate.

**ADDITIONAL:**

**If interested in this position, please forward a cover letter and resume to the e-mail address below by September 23, 2019. Be sure to indicate the position title, vacancy ID#, 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](mailto:DED-HR@esd.ny.gov)

**New York State is an Equal Opportunity/Affirmative Action employer**

8/23/2019  
Reference No. 00666