

Posting Date: August 8, 2014

Closing Date: August 18, 2014

TITLE	GRADE	LOCATION	
Calculations Clerk 1	6	Business Services Center - Finance 800 North Pearl St. Menands, NY	
APPOINTMENT TYPE	# OF VACANCIES	JURIS. CLASS	NEG. UNIT
Contingent Permanent/Permanent	Various	Competitive	ASU

Minimum Qualifications Required for Appointment:

Employees **reachable** on the appropriate eligible list are considered automatically.

Employees who have permanent status in the posted title and are interested in **reassignment OR** employees who meet the **qualifications** stated below are encouraged to respond to this posting.

70.1 Transfer:

One year of permanent competitive service in a clerical or keyboarding title SG-4 or higher and meet transfer eligibility requirements.

A comprehensive list of titles approved for transfer to Calculations Clerk 1 is posted in the Division of Human Resources.

Duties:

The incumbent will provide a wide range of day-to-day clerical assistance within the Business Services Center (BSC) Finance Office in support of one of the following service lines: Accounts Payable, Accounts Receivable, Travel, Purchasing, or Credit Card Administration services lines. Duties may include but are not limited to the following: opening, sorting and reviewing incoming correspondence and/or distributing to appropriate staff members; preparing various forms; answering, monitoring and directing phone calls; photocopying, scanning, faxing, and maintaining files. Additionally, it would be beneficial if the incumbent has a working knowledge/experience of computer software applications such as Microsoft Office Suite and the Statewide Financial System.

NOTE: Hours are 9:00am – 5:00pm

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- ⇒ To apply for this vacancy, submit an Application for Posted Position (ADM 227).
 - ⇒ Your application must be received in the Division of Human Resources Mgmt. by the closing date.

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