**NEW YORK STATE EDUCATION DEPARTMENT  
OFFICE OF HUMAN RESOURCES MANAGEMENT**

**Vacancy Announcement  
Administrative Services Unit**

**Posting Date: 07/28/2015**

**Office Assistant 1 (Keyboarding), Full-Time**

Hours: Monday through Friday, 8:00 am to 4:00 pm

**Office Assistant 1 (Keyboarding), Half-Time (50%)**

Hours: Monday through Friday, 9:00 am to 12:45 pm

**SG-6, CSEA (Administrative)**

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| --- | --- | --- | --- | --- | --- | --- |
|  | No. of Positions | Minimum Qualifications | **Hours** | **Location** | **Email Address (include Box # in subject line)** | **Closing Date** |
|  | 1 Full-Time  1 Part-Time (50%) | Candidates must be reachable on the Civil Service eligible list for this title. | Full-Time: 8:00 am - 4:00pm  Part-Time: 8:00 am – 11:45 am | NYS Education Department  NYS School for the Blind  Batavia, NY | [**nyssbjobs@nysed.gov**](mailto:nyssbjobs@nysed.gov)  Box# BND-70/00018 (Full-Time)  Box# BND-71/00017 (Part-Time) | 8/11/15 |

^ Candidates must take and pass a typing test at the speed of 35 words per minute with at least a 96% accuracy rate.

\*\*If you are on the Civil Service Eligible List for this title you may receive a canvass letter. You must complete and return it as instructed on the letter.

\* Filling of position contingent on Division of Budget approval.

Employees in the Administrative Services Bargaining Unit who wish to be considered for the above vacancies should:

1. Obtain an Application for Employment, Form PD-40, from the Office of Human Resources Management, Room 528, East Wing, EB. In order to receive a prompt response, please include your e-mail address on your application.
2. Complete the application, including the date of your initial appointment to State service.
3. Return the application to the Office of Human Resources Management by the Closing Date.

OR

* Qualified candidates should send a resume and letter of interest by the date indicated to the email address listed. (Email submissions are preferred). Please include the Box number and your last name in the subject line of your email to ensure receipt of your application.