

**NEW YORK STATE EDUCATION DEPARTMENT
OFFICE OF HUMAN RESOURCES MANAGEMENT
Vacancy Announcement
Administrative Services Unit**

Title & Grade	Number of Positions	Minimum Qualifications	Hours	Location	Email Address (include Box # in subject line)	Closing Date
Keyboard Specialist 1* (SG-6) (BND-60)	1	Candidates must be reachable on the Beginning Clerical Worker eligible list or be eligible for transfer.	8:00 a.m. -5:00 p.m.	Batavia	nyssbjobs@mail.nysed.gov BND-60	5/12/14

* - 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.