Office Assistant

Job Description

Office Assistants perform office support and clerical work to meet the requirements of agency programs. Such work may consist of, but is not limited to data entry; math or calculations; mail, supply, and inventory-related tasks; keyboarding and other document preparation tasks; answering telephones; completing forms; assisting customers; creating or assisting in the preparation of reports, charts, graphs, and tables; and other related activities.

Minimum Qualifications

- Office Assistant 1 (OA1) - No education or experience required.
- Office Assistant 2 (OA2) - One year of relevant clerical/administrative work experience.

Salary Information

Includes location pay and other salary adjustments:

Location (County)	Minimum Salary	Maximum Salary
Dutchess, Orange, Putnam	OA1 – $36,827 OA2 - $43,049	OA1 - $45,171 OA2 - $52,534
Rockland, Westchester, Bronx, New York, Kings, Queens, Richmond, Nassau, Suffolk	OA1 – $38,577 OA2 - $44,799	OA1 - $46,921 OA2 - $54,284
All counties other than those above	OA1 – $35,177 OA2 - $41,399	OA1 - $43,521 OA2 - $50,884

Administrative Assistant

Job Description

Administrative Assistants ensure the efficient operation of an office by performing a wide range of administrative tasks related to correspondence, files, and calendar management; work coordination; customer service; information gathering; and report compilation. Positions typically report to a high-level exempt manager or executive.

Minimum Qualifications

- Administrative Assistant Trainee 1 (AA Tr 1) – Must have six months of experience in administrative support, which includes the use of office software (e.g., email, word processing), provision of customer service, business writing, and/or office administration.
- Administrative Assistant 1 (AA 1) – Must have two years of experience in administrative support, which includes the use of office software (e.g., email, word processing), provision of customer service, business writing, and/or office administration.
    - o Substitution: Certification (e.g., IAAP Certified Administrative Professional) or associate's degree in office administration, secretarial science, administrative assistance, paralegal, business technology, or office technology substitutes for two years of experience.

* Selected candidates must pass a keyboarding test that demonstrates the ability to enter text at a rate of at least 30 words per minute with at least 96% accuracy.

Salary Information (Effective 4/4/2024)

Includes location pay and other salary adjustments:

Location (County)	Minimum Salary	Maximum Salary
Dutchess, Orange, Putnam	AATR1 – $40,865 AA1 - $47,956	AATR1 – $49,944 AA1 - $58,393
Rockland, Westchester, Bronx, New York, Kings, Queens, Richmond, Nassau, Suffolk	AATR1 – $42,615 AA1 - $49,706	AATR1 – $51,694 AA1 - $60,143
All counties other than those above	AATR1 – $39,215 AA1 - $46,306	AATR1 – $48,294 AA1 - $56,743

Program Aide

Job Description

Program Aides perform a variety of substantive professional, technical, and administrative duties under the supervision and guidance of professional staff in agency-specific programs or in administrative areas such as finance, budgeting, or human resources.

Minimum Qualifications

Must have three years of experience performing clerical, keyboarding, or paraprofessional work in an office environment.

Salary Information (Effective 4/4/2024)

Includes location pay and other salary adjustments:

Location (County)	Minimum Salary	Maximum Salary
Dutchess, Orange, Putnam	$53,507	$64,819
Rockland, Westchester, Bronx, New York, Kings, Queens, Richmond, Nassau, Suffolk	$55,257	$66,569
All counties other than those above	$51,857	$63,169

Additional Requirements for Appointment

1. Background checks are required.

2. Medicaid and Medicare**:** To be eligible for appointment and maintain employment, you cannot be listed as an excluded individual or entity on any of the Federal and/or State Medicaid and Medicare exclusion lists (or excluded from any other Federal or Federally assisted program). You may be barred from appointment or your employment may be terminated at any time if you are listed as an excluded individual or entity on any of these lists (or excluded from any other Federal or Federally assisted program).

3. If appointed, you may be required to become an enrolled Medicare provider; obtain and provide to your employer a National Provider Identifier (NPI) number issued by the National Plan and Provider Enumeration System (NPPES); and otherwise actively participate to the degree necessary to allow for your services to be billed through Medicare and Medicaid. If you are appointed and are required to become a Medicare Provider and lose the ability to bill through Medicare and Medicaid, you may be terminated from your employment