

OFFICE ASSISTANT CAREERS

OFFICE ASSISTANT POSITIONS

Office Assistant positions exist in various State agencies located throughout New York State, including Albany.

SALARY AND BENEFITS

Starting salary of \$28,865 with opportunities for advancement via promotions.

Generous benefits package, including health coverage, paid time off, retirement plan and work/life balance.

MINIMUM QUALIFICATIONS

There are no education or experience requirements for this examination.

TO APPLY

Visit osc.state.ny.us/recruit/index.htm or scan the QR code. You will need to have or create an account to log in to the NYS Department of Civil Service website.



Please note: Applications must be submitted or postmarked by August 10, 2016.

As with most NYS government positions, these are filled through the competitive exam process. To be eligible for appointment, you must pass the Office Assistant examination.



COMPTROLLER

OFFICE ASSISTANT CAREERS



NYS Comptroller
**THOMAS P.
DINAPOLI**

The New York State Comptroller manages the State's pension fund, audits the spending practices of all State agencies and local governments, oversees the New York State and Local Retirement System, critically reviews the New York State and City Budgets and approves billions in State contracts and spending.

OFFICE ASSISTANTS engage in various clerical tasks to ensure agency programs run smoothly. Responsibilities include, but are not limited to, processing transactions, maintaining records, creating or assisting in the preparation of reports, and answering questions or otherwise assisting customers.

Join our team and make a difference!

Office of the New York State Comptroller
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