



Office Assistant/ Office Assistant Keyboarding

SUNY Canton is seeking applicants for the position(s) of Office Assistant and Office Assistant Keyboarding. There are multiple openings across campus in various departments.

Office Assistants 1 perform entry-level clerical and office support work, including processing transactions and maintaining records in a variety of organizational settings. Any given assignment may encompass a broad or narrow range of activities. Office Assistant 1 is a non-supervisory class found at nearly all State agencies.

Office Assistants 2 either supervise two or more Office Assistants 1 or other lower-level staff; and/or directly perform the more difficult or complicated clerical processing and office support work for which substantive knowledge of the program area is required.

This title is part of the New York Hiring for Emergency Limited Placement Statewide Program (NY HELPS).

For the duration of the NY HELPS Program, this title may be filled via a non-competitive appointment, which means no examination is required but all candidates must meet the minimum qualifications of the title for which they apply. At this time, agencies may recruit and hire employees by making temporary appointments. In May 2024, if a temporary NY HELPS employee is satisfactorily performing in the position, the appointment will be changed from temporary pending Civil Service Commission Action to permanent non-competitive and the official probationary period will begin.

At a future date (within one year of permanent appointment), it is expected employees hired under NY HELPS will have their non-competitive employment status converted to competitive status, without having to compete in an examination. Employees will then be afforded with all the same rights and privileges of competitive class employees of New York State. While serving permanently in a NY HELPS title, employees may take part in any promotion examination for which they are qualified.

HOW TO APPLY:

External candidates who would like to apply should submit an application to Human Resources at hr@canton.edu on or before the announced deadline.

External Candidates, with State service who currently hold Office Assistant titles at another state facility, should submit a completed classified service employment application form and summary of related work experience and submit to hr@canton.edu.

Internal Candidates should submit an application for promotion or reassignment to the Director of Human Resources at hr@canton.edu on or before the announced deadline.

The best qualified candidates will be invited for a personal interview.

SUNY Canton, a unit of the State University of New York, is an affirmative action, equal opportunity employer. SUNY Canton is building a culturally diverse and pluralistic faculty and strongly encourages applications from minority and women candidates.