

Capital Region BOCES
900 Watervliet-Shaker Rd.
Albany, NY 12205
www.capregboces.org

JOB OPENINGS

professional/administrative staff

No. 2010-71

POSITION: Administrative Aide Trainee

LOCATION: Northeastern Regional Information Center

Basic Function: Assists in the organization and processing of documents for electronic storage.

Qualifications: Bachelor's Degree. *The candidate appointed to this position will be serving in a provisional appointment in accordance with New York State Civil Service Law. The candidate must successfully complete the Administrative Aide Trainee competitive examination and be eligible for appointment in accordance with Civil Service Law and the Civil Service Rules for Albany County to obtain a permanent appointment.*

Responsibilities: Provides assistance in organizing paper documents for conversion to electronic document libraries. Performs scanning of paper documents, reviews scanned images for compliance with established quality standards and processes scanned images for storage in electronic document libraries. Performs basic monitoring of the electronic storage system used by the document storage software to help insure the integrity and reliability of the stored documents. Provides timely assistance in resolving problems with the document storage service by telephone or email, taking appropriate action to resolve the problem. May include contacting equipment and/or software vendors. Maintains documentation materials for the document storage service. Basic training of new staff on document storage procedures, service features and functions of the document storage services software.

Starting Date: As soon as possible.

Deadline for Applying: November 6, 2009

Starting Salary: \$34,822
The selected applicant will be subject to a fingerprint supported criminal history background check in accordance with SAVE Legislation.

Apply to: www.capregboces.org (job openings) to download an application which should include your letter of interest and resume.

Further Information

Contact: Operations Manager
Capital Region BOCES NERIC
Northeastern Regional Information Center
1031 Watervliet-Shaker Rd.
Albany, NY 12205

Date: 10/16/09 Selected candidates will be contacted for interviews.