



Office Assistant 1 * Woodbourne Correctional Facility Narrowsburg, NY

Overview: Woodbourne Correctional Facility is seeking a Full Time Office Asst. 1 Keyboarding
The Office Assist. 1 Keyboarding is responsibility to;

- Cover the facility switchboard
- Transfer incoming calls to the appropriate Dept.
- Assist facility personnel with outgoing calls and maintain a log of all calls.
- Assist the personnel dept as needed.

Schedule and Salary: Monday - Friday 8 am- 4 pm, \$31,780- \$39,423 annually

Requirements:

- Position is provisional, must pass civil service exam and be reachable to maintain position
- To guarantee position must score 100 on exam.

Apply: Email Jeanine Stalter at jeanine.stalter@dccs.ny.gov