



## **Full-Time Office Assistant 1 Keyboarding\* Woodbourne Correctional Facility, Woodbourne 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@doccs.ny.gov](mailto:jeanine.stalter@doccs.ny.gov)