



Office Asst 1 Keyboarding *Woodbourne Correctional Facility* Woodbourne, NY

Overview:

Woodbourne Correctional Facility is seeking a Full Time Office Asst. 1 Keyboarding

Salary: \$31,780- \$39,423 annually

Schedule: M-F 8am-4pm

Duties/Skills:

- 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.

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 Tabbetha Gath at Tabbetha.Gath@doocs.ny.gov