



Albany County Department of Human Resources

Division of Affirmative Action

Daniel P. McCoy, Albany County Executive

AFFIRMATIVE ACTION RECRUITMENT TITLES

CERTIFIED NURSING ASSISTANT (CNA)	
Salary Range:	\$16,068 - \$45,162 (Per diem, PT, & FT)
Minimum Qualifications:	None
Special Requirements:	At time of appointment, possession of a certification as a Nursing Assistant issued by the New York State Department of Health.

LICENSED PRACTICAL NURSE (LPN) (SHAKER PLACE REHABILITATION & NURSING CENTER ONLY)	
Salary Range:	\$22,292-\$60,723 (Per diem, PT, & FT)
Minimum Qualifications:	Eligibility for a license issued by the State of New York to practice as a Licensed Practical Nurse. Possession of the license at the time of appointment. * When located at the Albany County Correctional Facility, the terms clients and patients shall refer to the inmate population.

HEAD NURSE (HN)	
Salary Range:	\$74,379 (FT)
Minimum Qualifications:	Two (2) years' experience as a Registered Professional Nurse; OR, One (1) year experience as a Registered Professional Nurse and three (3) years' experience as a Licensed Practical Nurse with charge nurse responsibilities; OR, Licensure as a Registered Professional Nurse and five (5) years' experience as a Licensed Practical Nurse in a Residential Health Care Facility.
Special Requirements:	Possession a license issued by the State of New York to practice as a Registered Professional Nurse at the time of appointment and throughout employment.

SUPERVISING NURSE	
Salary Range:	\$35,485-\$88,714 (Per diem, PT, & FT)
Minimum Qualifications:	Two (2) years' experience as a Registered Professional Nurse.
Special Requirements:	Possession of a license issued by the State of New York to practice as a Registered Professional Nurse at the time of appointment.

FOOD SERVICE HELPER (SHAKER PLACE REHABILITATION & NURSING CENTER/CORRECTIONAL FACILITY)	
Salary Range:	\$13,057-\$32,643 (Per diem, PT & FT)
Minimum Qualifications:	None.

ALBANY COUNTY BENEFITS

Weekly Pay Periods & Excellent Benefit Package including Health, Dental, Accruals of Paid Time Off, and NYS Retirement Plan

Other Optional Benefits Include

- Tuition reimbursement
- Direct Deposit
- MetLife - Life Insurance
- AFLAC short-term disability insurance and/or cancer protection plan
- Pre-tax Flexible Spending Account for out-of-pocket medical expenses
- New York State Deferred Compensation Plan (403b)
- Discounted CDTA bus swiper cards
- New York's 529 College Savings Program
- Employee Assistance Program - access to 4-hours of paid leave each year for free and completely confidential counseling assistance through Capital EAP. Help is available in areas ranging from financial to personal to professional.

TO APPLY:

Send resumes or an Albany County Civil Service Application to:
Albany County Department of Human Resources, Division of Affirmative Action
112 State Street, Suite 900, Albany, NY 12207
Or via e-mail to: AffirmativeAction@albanycountyny.gov
Phone: (518) 447-7010

Albany County is an Equal Opportunity Employer.



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AFFIRMATIVE ACTION RECRUITMENT TITLES

ASSISTANT DISTRICT ATTORNEY	
Salary Range:	\$55,204 - \$151,812 (Criminal Law Associate, ADA's, Chief Assistant District Attorney)
Minimum Qualifications & Description:	Graduation from an approved school of law with an LL.B or J.D. Degree. Receives, investigates and prosecutes complaints from the police and general public. Tries criminal non-jury and jury cases, and conducts felony preliminary hearings in City and Justice Courts. Assists with arraignments, bail applications and extradition proceedings in Superior Court.
Special Requirements:	Admission to the Bar of the State of New York.
ASSISTANT PUBLIC DEFENDER	
Salary Range:	\$74,645 - \$110,516 (Assistant Public Defender I, II, III, IV, V, & VI)
Minimum Qualifications & Description:	Graduation from a law school of recognized standing. Good knowledge of the principles and practices of common law and of county, state and federal laws as they apply to the criminal justice system.
Special Requirements:	Possession of a license to practice law in NYS.
ASSISTANT COUNTY ATTORNEY	
Salary Range:	\$86,000 - \$116,000 (Commensurate with experience)
Minimum Qualifications & Description:	Graduation from a law school of recognized standing. Responsible for performing various legal work in the County Attorney's Office. Work involves responsibility for research, preparation of opinions, and trial of civil cases.
Special Requirements:	Possession of a license to practice law in NYS.
ASSISTANT ALTERNATE PUBLIC DEFENDER	
Salary Range:	\$95,581 - \$113,623 (Commensurate with experience)
Minimum Qualifications & Description:	Graduation from a law school of recognized standing. This is professional work in providing advice and consultative direction in the preparation of documents and legal proceedings for defendants in a criminal court proceeding when they can not be represented by the Office of the Public Defender due to a conflict of interest.
Special Requirements:	Possession of a license to practice law in NYS.
EQUIPMENT OPERATOR	
Salary:	\$44,868.26
Minimum Qualifications :	One (1) year of experience in the operation of a truck requiring a Class B license to operate; OR One (1) year of public works experience.
Special Requirements:	Eligibility and possession of a CDL Class B license with no air brake restrictions issued by the New York State Department of Motor Vehicles at time of appointment. Must be able to operate a standard transmission. License cannot indicate an E restriction.
In Albany County Department of Public Works only: The driver must be able to operate a standard transmission. License cannot indicate an E restriction. License also cannot indicate any air brake restrictions.	

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