



### Senior Stock Clerk \* **PHYSICAL WORKSITE** \*

**Location(s):** Albany, NY

**Hours:** TBA

**Wage:** ~\$17.00/hr

#### *Job Description / Experience:*

- Receive, unload, unpack, sort, store, count, and distribute supplies, and equipment received via Freight Carriers
- Load and unload trucks
- Distribute, move and pick-up existing laboratory, office and shop equipment and supplies
- Extensive use of material handling equipment such as pallet jacks, appliance hand trucks, flat carts, four-wheel dollies and equipment lifts to complete the tasks above is required
- Take physical inventories of equipment and supplies and maintain inventory records
- Enter data and information into and retrieve data and information from computerized systems
  - Basic working knowledge of Microsoft Excel is preferred but not required
- Operate various communication systems such as telephones and computers; keep records of communications
- Perform routine processing activities (checking forms, packing slips/bills for completeness and accuracy)
- Perform various clerical or office assistance tasks such as scanning documents, and verifying accuracy of data
- Operate, and perform basic cleaning and maintenance on equipment

### Lab Assistant \* **PHYSICAL WORKSITE** \*

**Location(s):** Albany, NY

**Hours:** TBA

**Wage:** ~\$20.00/hr

#### *Job Description / Experience:*

- Plan, direct, or coordinate activities of an organization or department that serves food and beverages
- Perform other related duties as needed
- Bachelor's degree in Business Administration
- Strong proficiency in the Microsoft Office suite of programs, Outlook, and Adobe Acrobat
- Experience in handling confidential correspondence, ability to handle a high volume of work and multi-task in a fast-paced environment
- Requires excellent organizational, verbal, and written communication skills and the ability to make independent decisions within appropriate areas
- Excellent telephone skills required. Ability to accurately enter data into custom software required
- Experience processing documentation related to the on-site survey of clinical laboratories
- Experience processing initial personnel credentialing applications, documentation related to limited-service laboratory applications and preparing mass mailings

Many of the job opportunities generated by GoodTemps are the result of contracts that require placing people with disabilities

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**Location(s):** Albany, NY

**Hours:** TBA

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#### *Job Description / Experience:*

- Perform the hand delivery of media, glassware, and reagents to laboratories in the Institute and Center for Medical Science, prepare media and tissue materials for transport from loading dock to other Center facilities, and perform glassware inventory for a core production laboratory
  - Experience in a laboratory setting performing the hand delivery of media, glassware, and reagents to laboratories
  - Experience with preparing media and tissue materials for transport
  - Experience with glassware inventory
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### Office File Clerk (Future Openings) \***PHYSICAL WORKSITE**\*

**Location(s):** Albany, NY

**Hours:** Part-time (Mondays, Wednesdays & Fridays - 8:30am to 4:00pm)

**Wage:** \$TBA/hr

#### *Job Description / Experience:*

- Light data entry and processing of financials, EX Par Tracker and MOUs
- Filing and organizing filing cabinets
- Opening mail, typing addresses on envelopes, retrieving letters from System
- Phone coverage
- Some lifting maybe involved
- Good attention to detail
- Prior data entry, computer skills and phone experience strongly preferred

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### Administrative Assistant (Future Openings) \* **PHYSICAL WORKSITE** \*

**Location(s): Albany, NY (Near Washington Park)** - On-site parking is free and the location is near bus lines

**Hours:** TBA

**Wage:** ~\$18.00-\$20.00/hr

#### *Job Description / Experience:*

- Open, review and sort mail distributed to the Administrative Support Team
- Review incoming correspondence to determine their significance and forward to appropriate staff member
- Monitor and distribute fax documents
- When faxed documents are received, collate, and immediately distribute to appropriate person
- Ensure that administrative support functions are adequately covered on a day-to-day basis; that may include but are not limited to:
  - Phone coverage for all Units
  - Incoming check logs and/or outgoing check logs and proper distribution of incoming checks
  - Schedule meetings, appointments and/or interviews
  - Utility/Phone bill verification from eSettlements and FileNet to appropriate recipients
  - Prepare and/or assist with the preparation of written procedures for various tasks and administrative support functions
- Accurately key data into various databases, software modules, Excel spreadsheets, etc, verify accuracy and correct errors
- Run requested reports and prepare for distribution
- Maintain inventory, maintenance, assignment/check logs, personnel, production and/or other records.
- Operate office machines such as copiers, calculators, computer printers, and perform simple maintenance tasks such as adding toner and paper
- Verify and record payment dates using various databases
- Establish new and/or maintain files by numbering forms, coding, preparing file folders, and compiling relevant material. Update and correct records and files, file, retrieve records using one or more filing systems
- Assist with special projects in accordance with assigned instructions and timeframes
- Read and understand related bulletins, memoranda, e-mails and maintain documents with appropriate reference material.
- Maintain a spirit of cooperation, be a team player
- Proficiency in various MS Office products including Access, Word, Excel, and Outlook required
- Functional Knowledge of the Statewide Financial System including but not limited to Employee Data Administration and Queries and their relation to Credit Card Administration
- Knowledge of CitiManager and how to look up and assist staff with Credit Card Related issues and concerns
- Familiarity with NYS Recruitment such as reading lists, establishing interviews, and managing onboarding/offboarding of staff
- WebEx Experience for scheduling meetings, hosting meetings and recording

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### Receptionist/Office Assistant (Future Openings) \* **POTENTIAL FOR SOME TELECOMUTING** \*

**Location(s): Albany, NY (Near Washington Park)** - On-site parking is free and the location is near bus lines

**Hours:** 8:30am to 4:30pm or 9:00am to 5:00pm

**Wage:** ~\$16.50/hr

#### *Job Description / Experience:*

- Responsibilities include but are not limited to managing phone and emails inquiries related to inspection and certification work, sending out official correspondence, scheduling meetings, entering data, and following-up on questions
- Excellent customer service, organization, and communication skills are highly preferred
- Basic computer skills are required
  - Equipment to facilitate telecommuting will not be provided

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### Administrative Assistant (Future Openings) \***PHYSICAL WORKSITE**\*

**Location(s):** Albany, NY

**Hours:** 8:30am to 5:00pm

**Wage:** ~\$19.00/hr

#### *Job Description / Experience:*

- Responsible for assisting various provider entities in New York State complete mandated Criminal History Record Checks
- Perform clerical functions including answering incoming phone calls from multiple internal and external customers
- Process incoming faxes, e-mails, and external mail
- Perform data entry and may provide analysis of data
- May perform special assignments, and routine administrative functions as specifically directed and all aspects of administrative support
- Well organized, detail oriented, excellent verbal and written communication, and able to work alone or as part of a team
- Experience working in a fast-paced setting with the ability to multi-task and work in complex databases
- Experience in effectively communicating with consumers, providers, and Department leadership
- Perform related duties as required
- Proficiency working with Microsoft Access, Word, Excel, Outlook and SharePoint applications required

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### Office Assistant (Future Openings) \***PHYSICAL WORKSITE**\*

**Location(s):** New Scotland Ave, Albany, NY

**Hours:** TBA

**Wage:** ~\$16.00-\$18.00/hr

#### *Job Description / Experience:*

##### **Level 1:**

- Assist HR with maintaining probation/annual evaluations, setting up interviews, licensure checks, scheduling interrogations, maintaining internal postings, updating the leave chart, running biweekly reports and sending memos, and keeping minutes for meetings
- Communication and computer skills required
- Prior related experience preferred

##### **Level 2:**

- Assist HR with orientation background paperwork including fingerprinting, SCR, SEL, staff exclusion list clearances, creating conditional offers, setting up EHS appointments, and creating appointment letters
- Good communication and computer skills required
- Prior related experience strongly preferred

##### **Level 3:**

- Assist the business office with entering patient/employee transactions into QuickBooks
- Entering patient/vendor data in the system and assisting with the SSI audit
- Make weekly deposits at local bank, assist the accounts receivable employee with opening and closing closeouts
- Provide phone coverage, assist with daily parking transactions, and maintain record keeping and patient filing systems
- Excellent attention to detail, communication and computer skills required
- Knowledge of QuickBooks preferred
- Prior related experience required

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### Part-time Clerk (Future Openings) \*PHYSICAL WORKSITE\*

**Location(s):** Albany, NY

**Hours:** 8:00am to 12:00pm (Part-time: Monday to Friday)

**Wage:** ~\$16.00/hr

#### *Job Description / Experience:*

- Process and deliver incoming mail to various areas throughout the building
- Collect and prepare outgoing mail to be picked up and metered by company mailroom
- Process all courier packages delivered to the program areas and deliver items in a timely fashion
- Track the deliveries of time sensitive documents
- Maintain and order additional mailing and packaging supplies, as needed
- Assist with staff/office moves
- **This position requires working/standing for long periods of time during the day**
- **Must be able to regularly carry and lift items up to 50 pounds (packages, furniture, etc.)**
- **Computer Knowledge – Microsoft Office programs (Outlook, Word, Excel) required**

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### Account Clerk (Future Openings) \*PHYSICAL WORKSITE\*

**Location(s):** Albany, NY

**Hours:** 8:00am to 5:00pm (40hrs per week, Mon-Fri)

**Wage:** ~\$17.00/hr

#### *Job Description / Experience:*

- Process invoices for facilities and serve as a liaison between vendors and facilities
- Responsible for reviewing invoices received via the mail, fax and/or email for accuracy, calculation of payments based on appropriate fee schedules as well as entering data into various databases, and software modules
- Process mail (electronic and paper), log checks, cover phones, maintain supply inventory and provide basic support to all units within the Business Office for data entry, document scanning and voucher review
- Computer skills required

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### **Administrative Assistants (Future Openings) \*PHYSICAL WORKSITE\***

**Location(s):** Albany, NY

**Hours:** Full-time (8hr morning/day shifts)

**Wage:** \$17.00/hr

#### ***Job Description / Experience:***

Provide second-level reviews on applications that appear to be anomalies such as:

- Conducting reviews and assist with decisions on appeals of denied applications
- Assisting in getting the program up and running sooner, or to lend a hand if applications cannot be processed quickly, should a great influx occur
- Utilizing various information systems to assist in the determination of eligibility for rental arrears assistance
- Preparing reports and documents and work with spreadsheets
- Possess knowledge of Microsoft Office Suite
- Good written and verbal communication skills required
- This location is on the CDTA bus line and there are also parking lots in the area (at employees' expense)

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### **Advanced Admin Assistant (Future Openings) \*PHYSICAL WORKSITE\***

**Location(s):** Albany, NY

**Hours:** Full-time (8:00am to 4:00pm)

**Wage:** \$19.00/hr

#### ***Job Description / Experience:***

- Responsible for completing complex tasks related to billing functions and supporting the general operations for the Patient Resource Office such as, but not limited to:
  - Making inquiries in various systems used related to billing functions
  - Troubleshooting system errors
  - Preparing financial statements requested by facility staff for discharge planning and placement purposes
  - Reviewing monthly and quarterly reports for missed insurance cases
  - Inputting Medicaid information into the billing system
  - Performing a variety of secretarial and clerical duties including filing, photocopying, the completion of billing forms, data entry, phone answering and assisting with special projects
  - Helping to maintain overall productivity and efficient workflow in the office and serves as a back-up to the Administration Assistant and the Office Assistant
- Must be familiar and comfortable with filing, answering phones and taking messages, photocopying and assembling mailings. It is also preferred that the candidate be comfortable using Microsoft products including Microsoft Word and Outlook

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### Admin Assistant (Future Openings) \*PHYSICAL WORKSITE\*

Location(s): Albany, NY

Hours: **Part-time: 3-6 hours per day (anticipated end date: 12/31/2021)**

Wage: \$TBA/hr

#### *Job Description / Experience:*

- Prepare correspondence, reports and other documents utilizing software such as, Microsoft Word and Excel
- File and maintain file system and current project assignment files
- Typing and mailing projects will also be required
- Gather data relevant to complex or unusual inquiries in order to provide a basis for a reply or decision and/or draft the reply
- Monitor and track status of program activities
- Schedule meetings/interviews
- Transmit instructions from supervisor to appropriate staff and follow up to see that instructions are followed and deadlines are met
- Review work to ensure compliance with instructions
- Open, review, sort and distribute the mail in accordance with staff assignments
- Review incoming correspondence and establish follow-up deadlines
- Respond to incoming calls, respond to questions concerning policies or procedures, and refer calls to appropriate staff member for technical information
- Maintain inventory of office supplies and arrange for office equipment maintenance and service
- Assist managers with the development and documentation of Standard Operating Procedures for various units within the CBO
- Perform other clerical and secretarial duties as necessary
- **Minimum Requirements and Skills:**
  - Microsoft Suite including Word, Excel, etc
  - Proficiency in keyboarding and good at spelling, punctuation, grammar, and oral communication
  - Good customer service and interpersonal skills as well as teamworking, organization and time management skills
  - Attention to detail
  - Tact, discretion and diplomacy

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### Hospital Receptionist (Future Openings) \*PHYSICAL WORKSITE\*

Location(s): Albany, NY

Hours: Part-time (Wednesday 4:30pm to 8:30pm), Saturday (2:30pm to 8:30pm) and Sunday (1:00pm to 8:30pm) - work schedule/hours subject to change

Wage: \$TBA/hr

#### Job Description / Experience:

- Cover the front desk of a hospital
- Professionally interact with the public, patients and staff entering and exiting the front entrance of the building
- Answer/Direct incoming phone calls, greeting patients, employees, family and vendors entering the building
- Provide other office duties as needed
- Excellent phone etiquette, customer service and communication skills required
- Basic computer skills preferred

### Data Entry Clerks (Future Openings) \*PHYSICAL WORKSITE\*

Location(s): Albany, NY

Hours: Shifts between 9:00am to 9:00pm (Mon-Sun)

Wage: \$17.43/hr

#### Job Description / Experience:

- Collect travel forms as people enter NYS through the airports
- Enter data from the collected forms into a database
- Operate computers to input data into database and check to ensure accuracy of data inputted
- Must be able to enter approximately 10 single page forms /sheets per hour
- High school diploma or its educational equivalent required
- 1 year of experience using a variety of windows-based database applications required
- Typing speed of 40+ words per minute
- Ability to maintain strict confidentiality of data

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### Payroll Clerk (Future Openings) \*PHYSICAL WORKSITE\*

**Location(s):** Albany, NY

**Hours:** Full-time (Schedule TBA)

**Wage:** \$17.50/hr

#### *Job Description / Experience:*

The Payroll Services Unit provides comprehensive payroll services for approximately 15,000 employees at 24 centers and 9 transitional facilities. The unit conducts pre-audits and post-audits of all payroll transactions, additional payments, and deductions. Selected candidates will:

- Process all basic salary payroll transactions, direct deposits, deductions, taxes, miscellaneous payments and related material for state employees at designated facilities within established deadlines
- Be responsible for maintaining accurate and complete records of payroll transactions and payments for each assigned facility
- Communicate both written and verbally with facility payroll contacts, agency personnel, and others, to relay payroll processing information and/or to resolve problems
- Provide customer service to facility liaisons verbally and in writing regarding changes to current miscellaneous payments, taxes, direct deposit and/or deductions
- Keep supervisor apprised of the status for their facilities payroll practices
- Complete verification of employment forms received from various vendors according to strict deadlines as necessary and assist payroll supervisors with special payment processing
- Excellent attention to detail and good computer skills required
- Prior related experience required

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### Legal Secretary (Future Openings) \*PHYSICAL WORKSITE\*

**Location(s):** Albany, NY

**Hours:** TBA (Full-time, Mon-Fri)

**Wage:** ~\$22.00/hr

#### *Job Description / Experience:*

- Perform secretarial duties utilizing legal terminology, procedures, and documents. Prepare legal papers, complex legal reports and correspondence, such as summonses, complaints, motions, and subpoenas
- May also assist with legal research
- Must have knowledge of legal terminology, business communications, and general clerical skills

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