**Seasonal Job Opportunity**

**Fall 2021**

The following seasonal vacancy is announced atWalkway Over the Hudson State Park, Highland, NY 12528 and 5 Parker Ave., Poughkeepsie, NY 12528 in the Taconic Region of the New York State Office of Parks, Recreation and Historic Preservation.

**TITLE:** Office Assistant

**SALARY:** $15.26/hour

**WORK SCHEDULE**: Up to 40 hrs. /week (includes weekends & holidays)

**TYPE OF APPOINTMENT:** Seasonal. Eligible for health insurance benefits and to join NYS Retirement System.

**DUTIES:**

* Greeting visitors, answering phones, radio and providing information.
* Assisting with all aspects of events
* Creating daily, weekly accounting reports and biweekly staff schedule
* Maintaining admissions, revenue, expense and banking records.
* Preparing bank deposits
* Light cleaning of office and restrooms.
* Occasional lifting of medium weight.
* Establish strong working relationship with WOTH supervision, other staff and patrons
* Additional duties as assigned.

**MINIMUM QUALIFICATIONS:**

* Must have excellent communication, interpersonal and organizational skills.
* Must work weekends and occasional evenings and holidays.
* Must possess a valid driver’s license.
* Must be proficient in MS Office Suite and be able to enter data as assigned.

**START DATE:** As soon as possible.

**CONTACT:** Jeff Litwinowicz, Assistant Manager @ Walkway Over the Hudson, 845-834-2867 or via email jeff.litwinowicz@parks.ny.gov

**AND:**

Mail (87 Haviland, Highland, NY 12528) a completed New York State OPRHP Employment Application (available at all site and park offices, or online at the NYS Office of Parks, Recreation and Historic Preservation website, parks.ny.gov Include three work references with contact name, name of business/facility and phone number.

“Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor’s Office of Employee Relations at (518) 474-6988 or via email at info@goer.ny.gov.”

 **Posting Date:** FALL 2021

**An Equal Opportunity/Affirmative Action Agency**