

Dear Friend,

Thank you for your interest in employment with the City of Albany. Albany is undergoing a dramatic revitalization and remains a center of government and culture in upstate New York. The City employs approximately 1400 employees in various positions. I am proud of the quality and diversity of our workforce, which represents the quality and diversity of our City.

I encourage you to pursue employment with the City of Albany.

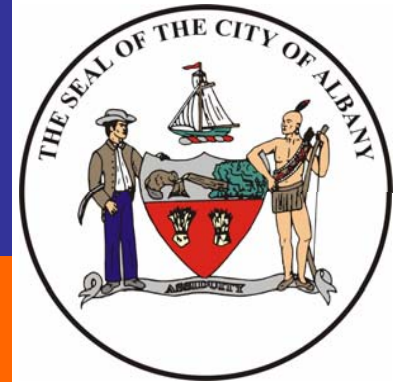
Gerald D. Jennings

Mayor

The City of Albany has been and will continue to be an equal opportunity employer. No employee or applicant for employment shall be discriminated against because of race, color, religion, national origin, gender, age disability, Vietnam Era Veteran status, sexual orientation, or marital status.

Department of Administrative Services
City Hall Room 301
Albany NY 12207
(518) 434-5284

APPLYING FOR A JOB WITH THE CITY OF ALBANY



**GERALD D. JENNINGS
MAYOR**

How do I apply for a job with the City of Albany?

The first step to City employment is checking the announcements for job openings and examinations. Announcements are available at City Hall, 24 Eagle Street, Room 301, at all public libraries, and at 125 other locations in the community.

The next step is filling out an application for the job openings or exams you think match your interests and qualifications. Application forms are available at City Hall, Room 301. As you complete the application, make sure that you pay close attention to the minimum qualifications for the job category. Describe the areas of your experience or education that show you meet those requirements. In the application review process, analysts will match the experience and training on your application with the requirements stated on the announcement to determine if you qualify for the exam or job opening.

How do I apply for more than one job or exam?

You must complete a separate application for every job or exam for which you want to be considered. (The City uses the same application form for both current job openings and civil service examination.) Remember that every job category will have different training and experience requirements. Include information about your educational background, experience, and relevant licenses you hold that shows that you meet the minimum qualifications stated on the announcement.

Do all applicants take an exam?

No. For some job categories, all candidates who meet the requirements for appointment (“minimum qualifications”) are eligible for consideration by the hiring department without an examination. For a small number of jobs there are no experience or education requirements. But for most job categories, candidates who meet the minimum requirements are ranked by means of an examination. The department then makes its choice from the people at the top of the “eligible list.”

How do I find out about the job duties, requirements and type of examination?

Postings for job openings and exam announcements offer a wealth of information about jobs and their requirements. They describe the duties of the job. The “minimum qualifications” list the experience or education needed to be approved for the exam or considered for the job opening. In addition, the exam announcement includes the exam’s “scope,” a description of the topics to be tested, the type(s) of exam – there may be more than one part – and the weight given to each part.

For additional information, please contact: Department of Administrative Services, City Hall Room 301, Albany, NY 12207. Phone: (518) 434-5284