

E-10186 Senior Office Technician

Description:

Pay Rate 

Location: Saratoga Springs

Supervisor: Catherine Saltsman

Unposting Date: 07-28-2026

About the Position:

Under general supervision, to plan and direct the activities of a group of employees; and to perform all types of administrative support work required of the group including but not limited to dispatching by phone, radio and in person; and to arrange coverage for absences of employees at a lower classification within the department.

Job Qualifications:

- Four years' experience in departmentally related work.
- Must have held the position of Office Technician C for a minimum of 2 years.
- Thorough familiarity with applicable accounting procedures.
- Thorough familiarity with applicable computer and software systems and procedures.
- Ability to direct the work of others engaged in all administrative support activities as required.
- Ability to handle contacts with customers, contractors and other departments.
- Ability to handle duties which require independent judgment.
- Satisfactory completion of validated skills testing (keyboarding), as determined by the Company.

Many of the terms and conditions of employment for this position are defined by the current L97 and/or L97C collective bargaining agreements (CBA's). Employees awarded positions are subject to and bound by the terms of these CBA's as well as other agreements (MOA's, MOU's, ...) between the Company and Union. If you have any questions please contact a L97, L97C Union Steward.

L97C bidding procedure:

All employees who are covered by the terms of the L97C CBA (Gold Book) are required, starting May 5, 2024, to submit job bids on or before the above close date **electronically through the Sodales job bidding system**. Employees must submit bids through Sodales for both Gold and Blue Book positions. The Company will not be accepting bids from L97C represented employees via email, fax or paper going forward. Information on accessing and using Sodales can be found on Gridhome, as well as this link sending you directly to Sodales.

Candidates will be considered based on their seniority and the information provided on your application. Candidates who choose to submit incomplete applications may be deemed unqualified or ineligible for the posted position.

L97 bidding procedure:

All employees who are covered by the terms of the L97 CBA (Blue Book) are required, to submit bids on or before the above close date electronically through Sodales job bidding system (**highly recommended**), emailing bids to RecruitingNY@nationalgrid.com or fax bids to (315)401-7890.

Bidders seeking to be considered have the responsibility to fully set forth your qualifications on the job vacancy bid form. Candidates will be considered based on their seniority and the information provided on, or attached to, the bid form. Candidates who choose to submit incomplete forms may be deemed unqualified or ineligible for the posted position.