E-11604S Office Technician A

Description:

Pay Rate:

Location: Queensbury

Supervisor: Brittany Rosato

Unposting Date: 10-13-2026

About the Position:

Under general supervision, to perform administrative support activities of various degrees of complexity, and to perform as required such duties as:

- Assemble, maintain and/or transcribe information from various sources, prepare and maintain reports, correspondence and records, forms and orders.
- Prepare time and mileage reports.
- Make arithmetical computations; maintain statistical information.
- Check data for accuracy and otherwise assist in completing various types of orders, reports, invoices.
- Communicate with customers or their representatives, outside agencies, and other departments.
- Update company records including but not limited to maps and various reports.
- Perform administrative support activities associated with the tasks and responsibilities of the department.
- Receive and dispatch information and orders in person and by telephone and radio.
- Assist employees of higher grade as required.

Job Qualifications:

- Ability to satisfactorily interact with customers, outside agencies and other departments.
- Ability to handle duties that require independent judgment.
- Ability to make arithmetical computations.
- Familiarity with computer applications normally required in a business environment.
- Satisfactory completion of validated skills testing (keyboarding), as determined by the Company.

Note: The progression from an Office Technician A, B, C will occur over a two-year period with one year spent at each level. The complexity of the duties shall increase in accordance with the department requirements and the training provided.

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.