

NEW YORK STATE DEPARTMENT OF CIVIL SERVICE

DIVISION OF STAFFING SERVICES

GENERAL INFORMATION BULLETIN No. 06-05

TO: Department and Agency Personnel, Human Resource, and Affirmative Action Offices

FROM: Terry Jordan, Director Staffing Services

SUBJECT: 2006 Beginning Clerical Worker Eligible Lists

DATE: July 21, 2006

This will provide an update on the establishment of the 2006 statewide eligible lists for Beginning Clerical Worker, No. 24-646 and Beginning Clerical Worker (Spanish Language), No. 24-647 and the expiration of the 2002 Beginning Clerical Worker eligible lists.

The 2006 eligible lists were established on July 20. Existing eligible lists from the 2002 Beginning Clerical Worker will expire August 16, 2006. The eligible lists from the 2006 holding will not be certified before that date. If you are working with a certification from the 2002 eligible lists, whether it be centrally certified or managed placed, appointments must be made on or before August 16, 2006.

Questions regarding the **2002** Beginning Clerical Worker eligible lists should be addressed as follows:

- Centrally certified (outside the greater Albany area) to Employment Records staff at (518)457-4295;
- Managed placed certifications to Lynn Laraway at (518) 457-6570.

Questions regarding the **2006** Beginning Clerical Worker eligible lists should be addressed to Employment Records staff at (518) 457-4295.