



NEW YORK STATE DEPARTMENT OF FINANCIAL SERVICES

One State Street, New York, NY 10004

An Equal Opportunity/Affirmative Action Employer

Announcement of Intention to Fill a Job Vacancy

Administrative Assistant, SG-18 (May be filled at the Trainee Level)

Location: One State Street, NYC

Business Unit: Executive Office

Negotiating Unit: Management/Confidential (M/C)

Please note that a change in negotiating unit may affect your salary, insurance and other benefits.

Salary: \$55,082 - \$68,351 (Salary range is for SG-18 level, not the trainee level)

The Department of Financial Services is seeking to fill the position of Administrative Assistant in the Executive Office in New York City. Functioning with a high degree of independence, the Administrative Assistant will be responsible for supporting top-level agency Executive management in the NYC Executive Office. S/he must work seamlessly with all staff on the Executive team.

It is essential that the Administrative Assistant have excellent attention to detail, strong written skills, multi-tasking abilities, organizational skills and the ability to communicate with all levels of employees to include Executive management. S/he must also have flexibility to meet the needs of Executive management throughout the work week. An ability to function in a fast-paced and results driven environment with an equal ability to meet the demands of changing priorities with short timelines is critical. Discretion, tact and diplomacy skills are essential.

Specifically, the Administrative Assistant will provide administrative support, including but not limited to the following activities:

- Supervising and assigning work to other clerical staff.
- Coordinating office operations, as needed.
- Extensive executive level scheduling, including conference calls, video conferences and meetings.
- Scheduling travel arrangements and preparing expense reports for Executive staff.
- Preparing procedures to describe, revise and control work activities.
- Developing and implementing record-keeping systems and controls.
- Conducting special studies and research about issues and programs and preparing reports and recommendations.
- Administering communications by preparing and keeping track of correspondence and answering questions from staff, the public, and elected and appointed officials.
- Assisting Executive and management staff at meetings, hearings, and conferences and on committees.
- Assist with preparing supporting material for Executive staff for a variety of regular and special events.
- Preparing written materials, including brochures, reports, and other material, about programs.
- Clarifying and interpreting policies and procedures and assures policies and procedures are available for and sent to affected individuals and programs.
- Word processing skills/abilities are a mandatory component of the assignment. Computer proficiency in Microsoft Office Suite, including Outlook, Word, Excel, etc., is required. Strong familiarity with other computer systems, such as LATS, SFS (e.g., PRs, Travel Expense Reports), etc., is desirable.

Appointment method:

Appointment to the Administrative Assistant, G-18 level:

List Appointment: Must be reachable for appointment on Civil Service list #20-140, Professional Career Opportunities or #00-271, Public Administration Traineeship Transition (PATT) list.

Appointment method at the trainee, NS, level: (If filled at the trainee level, the selected candidate must successfully complete a two-year traineeship).

Transfer: Must be eligible for transfer under Section 52.6, 70.1 or 70.4 of the Civil Service Law. Information regarding transfer eligibility may be available on the Civil Service Career Mobility Office website at: <http://careermobilityoffice.cs.ny.gov/cmo/>

To Apply: Interested qualified candidates must submit a resume and letter of interest to the email address listed below **no later than September 15, 2017** to the email address listed below. Please include **Box #EXEC-02759** in the subject line of your email to ensure receipt of your application. **Email submissions are preferred.**

Denise Rotunda
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New York State Department of Financial Services
Office of Human Resources Management
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Albany, NY 12257
Email: Denise.Rotunda@dfs.ny.gov Fax: (518) 402-5071

All candidates that apply may not be scheduled for an interview

AMERICANS WITH DISABILITIES ACT: REASONABLE ACCOMMODATIONS

Under the Americans with Disabilities Act (ADA), the Department of Financial Services is required to provide reasonable accommodation for known physical or mental limitations of an otherwise qualified applicant with a disability if an accommodation would enable the applicant to perform the essential functions of the job. If the accommodation would constitute an undue hardship on the operations of the agency, the agency is not required to provide it.

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.