



One State Street, New York, NY 10004

An Equal Opportunity/Affirmative Action Employer

Announcement of Intention to Fill Multiple Job Vacancies

Legal Assistant 2, Grade 17

Location: Albany

Business Unit: Insurance/Life

Negotiating Unit: Professional, Scientific and Technical (PEF)

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

Salary: \$52,518 - \$66,855

Appointment Status: Permanent

The Department of Financial Services is seeking candidates for the position of Legal Assistant 2. Duties will include, but not be limited to:

- Perform complex paralegal work, including legal research in areas where clear precedent may not be found;
- Analyze information gathered with minimal direction from attorneys;
- Perform detailed, open-ended applicant background investigations to provide attorneys with ongoing information and leads;
- Document results of the review and prepare letters for issuance to applicants;
- Perform due diligence procedures or research in relation to an application;
- Review, summarize, and document results of due diligence research;
- Assist with file arrangement and record-keeping for returned and withdrawn applications;
- Maintain files to reflect application status, data, and statistics;
- Assist supervisors with miscellaneous tasks and special projects; and
- Other duties as assigned.

Preferred candidates will have a sound knowledge of business law, effective writing and communication skills, extensive knowledge in conducting research, good business sense and work ethics, and be organized and detail oriented.

Appointment method:

List Appointment: Candidates must be reachable on the Civil Service eligible list numbers 37-561 or 26-051, Legal Assistant 2.

Transfer: Candidates must be eligible for transfer via Section 70.1 of the Civil Service Law. Information regarding transfer eligibility and on titles that may be able transfer may be available on the Civil Service Career Mobility Office website at: <http://careermobilityoffice.cs.ny.gov/cmo/>

Note: Under Civil Service Law, an employee cannot have two (2) consecutive upward 70.1 or 52.6 transfers without an intervening list appointment if such transfers would result in an increase of more than two salary grades.

To Apply: Interested qualified candidates must submit a resume and letter of interest **no later than March 23, 2018** to the email address listed below. Please include "Box LA2-09013" in the subject line of your email to ensure receipt of your application. **Email submissions are preferred.**

Ryan Taratus
Box LA2-09013
New York State Department of Financial Services
Office of Human Resources Management
One Commerce Plaza
Albany, NY 12257
Email: Ryan.Taratus@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