



Department of Financial Services

One State Street, New York, NY 10004

An Equal Opportunity/Affirmative Action Employer

Announcement of Intention to Fill Job Vacancy

Secretary 2, SG-15

Location: One State Street, New York

Business Unit: Life Bureau

Negotiating Unit: Management/Confidential (M/C)

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

Salary: \$50,565 - \$63,151

Please note that positions located within the New York City metropolitan area, as well as Suffolk, Nassau, Rockland, and Westchester Counties, are also eligible to receive an additional \$3,026 annual downstate adjustment.

Appointment Status: Permanent

The Department of Financial Services is seeking candidates for the position of Secretary 2 located in the Life Bureau. The Secretary 2 will function with a great degree of independence in providing professional level administrative support to the Deputy Superintendent and Life Bureau Chief. Duties will include but are not limited to, the following:

- Communicates daily with DFS Executive Management, C-Suite and Government Relations executives from regulated entities and weekly with Industry Trade Groups;
- Handles confidential and/or sensitive verbal and written materials from/with the Executive Bureau;
- Handles confidential and/or sensitive verbal and written materials from/with external sources;
- Receives and prioritizes calls; determines which calls need immediate attention and which may be placed into voicemail with an accompanying email message to the intended recipient;
- Creates and maintains the Bureau's organization chart and human resources management records, including evaluations and disciplinary actions;
- Plans, coordinates and schedules meetings for the Deputy Superintendent, Bureau Chief, Deputy and Assistant Chiefs;
- Scans and files confidential documents for the Deputy Superintendent, Bureau Chief and Deputy Chief;
- Monitors daily office operations of clerical staff;
- Trains new clerical staff with respect to phone etiquette, proper record maintenance and other office responsibilities;
- Makes travel arrangements, including airlines, car rental, hotel reservations, and submits travel vouchers and supporting documents into SFS;
- Types reports, correspondence, and memos on various software products, as needed;
- Processes Project Sunlight Reporting and Notice of Appearance Forms; and
- Updates Official Compilation codes rules and regulations books for the Bureau.

Preferred skills:

- Proficient in the Microsoft Office Suite.
- Effective and professional communication skills.
- Excellent customer service skills.
- Strong organizational skills and attention to detail.
- Ability to work in a fast-paced evolving environment.
- Ability to manage multiple competing priorities.

Appointment method:

List Appointment: Candidates must be reachable on the Civil Service eligible list for Secretary 2, #37-924.

Transfer: Candidates in a title eligible for transfer via Section 70.1 of the Civil Service Law are encouraged to apply. 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 **no later than January 17, 2019** to the email address listed below. Please include **(Box SEC2LIFE-04234)** in the subject line of your email to ensure receipt of your application. **Email submissions are preferred.**

Nicole Pickel
Box SEC2LIFE-04234
New York State Department of Financial Services
Office of Human Resources Management
One Commerce Plaza, Suite 301
Albany, NY 12257
Email: Nicole.Pickel@dfs.ny.gov
Fax: (518) 402-5071

Please note that not all applicants may 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 and the accommodation would not constitute an undue hardship on the operations of the agency.

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.