



One State Street, New York, NY 10004
An Equal Opportunity/Affirmative Action Employer

Announcement of Intention to Fill a Job Vacancy

Office Assistant 2 (Keyboarding), SG-09

Location: New York City

Business Unit: Property

Negotiating Unit: Civil Service Employees Association (CSEA)

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

Salary: \$36,051 – \$44,311

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

Appointment to this position is pending Division of Budget approval to fill.

The Department of Financial Services (DFS) is seeking candidates for the position of Office Assistant 2 (Keyboarding) in the Property Bureau. Under the general direction of the under the direction of the Assistant Bureau Chiefs, the duties of the incumbent will include, but will not be limited to, the following:

- Prepares and distributes email correspondence at the direction of, and on behalf of, the Assistant Bureau Chiefs;
- Types written correspondence, memos, reports and other documents;
- Proofreads, reviews, and corrects written material, and makes appropriate corrections for format, accuracy, and validity;
- Responds to general questions about the Property Bureau over the phone and in writing; refers inquiries as necessary;
- Resolves work issues as they arise, and distributes work assignments to other clerical staff and monitors completion;
- Copies, faxes, scans, and files correspondence;
- Coordinates and maintains calendar for Bureau meetings, reserves room, and coordinates materials and equipment;
- Screens telephone calls and refers callers as appropriate; takes messages and follows-up when necessary;
- Maintains attendance records and timesheets in a timely manner;
- Gathers, compiles, creates and prepares data for various reports, publications, records, or other external or internal communications;
- Designs clerical processing procedures, including establishing new files by coding and numbering forms, creating folders, and compiling relevant material;
- Maintains, updates, and corrects records and files;
- Takes inventory and maintains inventory records; and
- Performs clerical and administrative tasks as well as special projects as assigned.

Preferred Qualifications

- Ability to handle sensitive and/or confidential information.
- Computer proficiency in Microsoft Office Suite, especially Outlook, Excel and Word.

- Organized and detail oriented.
- Strong written and verbal communication abilities.

Appointment method:

List Appointment: Candidates must be reachable on the Civil Service eligible list for 37-898.

Transfer: Candidates must have one year of permanent competitive service in a title eligible for transfer via Section 70.1 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/>.

Please Note that under Civil Service Law, an employee cannot have two consecutive upward 70.1 or 52.6 transfers without an intervening eligible list appointment if such transfers would exceed two salary grades.

To Apply: Interested qualified candidates must submit a resume and letter of interest **no later than December 21, 2018** to the email address listed below. Please include the Box # (**Box 05847**) in the subject line of your email to ensure receipt of your application. **Email submissions are preferred.**

Ryan Taratus
Box 05847
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 or via email at info@goer.ny.gov.