



One State Street, New York, NY 10004

An Equal Opportunity/Affirmative Action Employer

## Announcement of Intention to Fill Multiple Job Vacancies

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Office Assistant 1, SG-6

**Location: One Commerce Plaza, Albany**

**Business Unit: Licensing**

**Negotiating Unit: Civil Service Employees Association (CSEA)**

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

**Salary: \$31,245 - \$38,651**

**Appointment Status: Permanent**

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The Department of Financial Services is seeking candidates for the position of Office Assistant 1 in the Licensing Bureau. The duties of this position include, but are not limited to the following:

- Performs various clerical or office assistance tasks such as scanning documents, processing incoming and outgoing mail, data entry and maintaining file systems;
- Receives, screens, reviews, and verifies documents, forms, and applications for completeness, content, and accuracy;
- Prepares, processes, and maintains cash sheets for various payments received;
- Types and reviews correspondence, documents, forms, and other written material with a high degree of accuracy;
- Creates and assists in gathering or compiling data for reports, graphs, charts, and tables;
- Performs routine processing activities, such as processing of summons and complaints, including checking forms for completeness and accuracy;
- Reviews and processes license applications and supporting documentation submitted by individual licensees, including checks and adjuster bonds;
- Assists in processing FOIL (Freedom of Information Law) requests, including creating responses and follow-ups; and
- Other duties as assigned by the Director and/or Assistant Director of Licensing.

**Appointment method:**

**Workers with Disabilities Program:** Candidates must meet the eligibility requirements of the Workers with Disabilities Program as described in Civil Service Law § 55b/c. Information about the Workers with Disabilities Program can be found here: <https://www.cs.ny.gov/dpm/workersdisabilities.cfm>

**To Apply:** Interested qualified candidates must submit a resume and letter of interest no later than **Friday, September 13, 2019** to the email address listed below. Please include the Box #OA1-LIC-06140 in the subject line of your email to ensure receipt of your application. **Email submissions are preferred.**

Nicole Pickel  
Box #OA1-LIC-06140  
New York State Department of Financial Services  
Office of Human Resources Management  
One Commerce Plaza- Suite 301  
Albany, New York 12257  
Email: [Nicole.Pickel@dfs.ny.gov](mailto:Nicole.Pickel@dfs.ny.gov)  
Fax: (518) 402-5071

## **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](mailto:info@goer.ny.gov).***