



One State Street, New York, NY 10004
An Equal Opportunity/Affirmative Action Employer
Announcement of Intention to Fill a Job Vacancy

Administrative Assistant 2, SG-15

Location: One Commerce Plaza, Albany

Business Unit: Executive

Negotiating Unit: Management Confidential (MC)

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

Salary: \$51,576 - \$64,414

Appointment Status: Contingent Perm

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

The Department of Financial Services is seeking candidates for the position of Administrative Assistant 2 located in the Executive Office of the Department in Albany. The Administrative Assistant 2 will function with a great degree of independence and confidentiality in providing professional level administrative support to Executive Office staff. The Administrative Assistant 2 must be detail oriented and be able to multi-task in a fast-paced environment. Other duties may include, but are not limited to, the following:

- Answers the telephone and greets visitors and staff promptly and professionally;
- Schedules meetings, maintains Executive staff's calendar, schedules travel arrangements and hotel accommodations, and processes reimbursements through SFS;
- Arranges meetings and conference calls and works with subordinate staff to prepare and assemble materials for meetings and conference calls;
- Opens and reviews all incoming correspondence and reports to determine their significance, and distributes to Executive Office staff or the appropriate staff person;
- Based on the correspondence or in conjunction with the Executive staff, will determine what information should be distributed to other staff and sets deadlines for their responses. Follows-up on responses to ensure that information is completed and received by established deadlines. Reviews information when received to ensure completeness and refers to Executive staff for action;
- Reviews and makes recommendations to the appropriate Executive staff on responses due or refers responses to the appropriate staff person;
- Researches complex or unusual inquiries and gathers information to support a response by the appropriate Executive staff person;
- With much latitude and significant knowledge of program areas, answers telephone calls and responds to questions concerning policy and procedures, and refers the most complex technical questions to the appropriate staff;
- With considerable knowledge and proficiency of computer technology software programs and applications, prepares and develops complex charts, graphs, spreadsheets, in addition to statistical and narrative information for the Executive level staff;
- Drafts confidential and sensitive responses to letters and other correspondence for the appropriate Executive staff review and signature;
- Designs and maintains electronic as well as hard copy correspondence files;
- Assists in the organization of Department legislative bills and bill position letters;
- Oversees the maintenance of office supplies and ensures requisitions for supplies are requested in a timely manner;
- Supervises other clerical staff, and assigns work and tracks time and attendance;

- Word processing skills/abilities are a major 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; and
- Performs other duties as assigned.

Other requirements: Overtime may be required, especially during legislative session.

Appointment method:

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

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 February 13, 2020** to the email address listed below. Please include the Box # **(Box 00309)** in the subject line of your email to ensure receipt of your application. **Email submissions are preferred.**

Ryan Taratus
Box 00309
New York State Department of Financial Services
Office of Human Resources Management
99 Washington Avenue, Suite 301
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.