



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

Office Assistant 1, SG-06

Location: One State Street, New York City

Business Unit: Civil Investigations Unit

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 to \$38,651

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 (DFS) is seeking candidates for the position of Office Assistant 1. The incumbent will be required to perform clerical duties in support of Departmental operations in New York City. The duties of this position include, but are not limited to the following:

- Answer questions from and provide information to various parties regarding the Civil Investigations Unit. Refer inquiries as necessary;
- Answers telephones for the office, keeps records as necessary;
- Schedule appointments and meetings for the Unit as necessary;
- Types, reviews and corrects correspondence, documents, records, and other written material.;
- Makes appropriate corrections for format, accuracy, and validity;
- Assists in gathering or compiling data for reports, graphs, charts, tables, or other products;
- Maintains, updates, and correct records and files;
- Establish new files by coding and numbering forms, creating folders, and compiling relevant material;
- Other duties as assigned.

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, letter of interest, and 55 b/c letter **no later than February 21, 2020** to the email address listed below. Please include the Box # **(Box 05139)** in the subject line of your email to ensure receipt of your application. **Email submissions are preferred.**

Ryan Taratus
Box 05139
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.