



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

Office Assistant 3, SG-14

Location: One Commerce Plaza, Albany

Business Unit: Human Resources

Negotiating Unit: Management Confidential (MC)

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

Salary: \$48,857 - \$61,114

Appointment Status: Permanent

The Department of Financial Services (DFS) is seeking candidates for the position of Office Assistant 3 in the Office of Human Resources. This office is responsible for the provision of a broad range of Human Resources services to Department employees. The incumbent will be responsible for a variety of support functions and will utilize various Human Resources information systems. Duties will include, but not be limited to, the following:

- Responsible for new employee onboarding including the preparation of packets, sending various onboarding notification emails, and meeting with new employees on their first day to complete paperwork;
- Responsible for all aspects of offboarding, including conducting exit interviews;
- Supervises one clerical staff including the approval of requests for time off, prepares annual performance evaluations and probationary reports, monitors workload, assigns and reviews work, provides guidance and ensures that training is provided;
- Serves as a back-up for the publishing of job vacancy announcements on the DFS website and a variety of public sites, sends email to employees announcing vacancies, and logs postings in tracking spreadsheet;
- Establishes and maintains manual and electronic files, searches for and retrieves requested materials and periodically purges obsolete materials per the General Retention and Disposition Schedule for New York State Government Records;
- Serves as liaison to the Office of General Counsel with regard to file retention and disposition;
- Performs special projects as requested;
- Processes employee benefits forms accurately, outside activity requests, professional conference and examination forms;
- Monitors the Human Resources email inboxes and responds or dispatches to appropriate staff member; and
- Performs other various duties in support of Human Resources operations and initiatives.

Preferred Qualifications

- Computer proficiency in Microsoft Office Suite, especially Outlook, Excel and Word
- Organized and detail oriented
- Strong written and verbal communication abilities
- Excellent customer service skills

Appointment method:

List Appointment: Candidates must be reachable on the Civil Service eligible list for 37-838.

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 27, 2020** to the email address listed below. Please include the Box # **(Box 00720)** in the subject line of your email to ensure receipt of your application. **Email submissions are preferred.**

Ryan Taratus
Box 00720
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.