



An Equal Opportunity/Affirmative Action Employer

Announcement of Intention to Fill a Job Vacancy

Administrative Assistant 2, SG-15

Location: One State Street, New York

Business Unit: Office of General Counsel

Negotiating Unit: Management Confidential

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

Salary: \$52,608 - \$65,702

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 New York Department of Financial Services seeks to build an equitable, more transparent and resilient financial system that benefits New Yorkers and supports business. Through engagement, data-driven regulation, and operational excellence, DFS is responsible for empowering consumers and protecting them from financial harm; ensuring the health and stability of the financial entities we regulate; and driving economic growth through responsible innovation.

The Department of Financial Services (DFS) is seeking candidates for the position of Administrative Assistant 2 in the Office of General Counsel. Duties include, but are not limited to:

- Manages calendar and schedules meetings, calls and conferences for the FOIL Officer;
- Provides administrative support in the management of the agency's Freedom of Information law ("FOIL") process including:
 - Sending, receiving and reviewing correspondence;
 - Uploading documents to the FOIL tracking system;
 - Keeping track of deadlines and sending due date reminders to the FOIL Officer and Records Access Officers;
 - Communicating with agency Divisions and the public;
 - Generating reports from the FOIL tracking system, including maintaining spreadsheets for the FOIL Officer;
 - Drafting letters for attorney review;
 - Maintaining files for FOIL requests; and
 - Redacting confidential information from responsive records.
- Performs other duties as assigned.

Preferred Skills:

- Experience working in an administrative assistant/secretarial role.
- Excellent communication and interpersonal skills.
- Ability to collaborate and work well with others in a team environment.
- Detail-oriented with the ability to multitask assignments.
- Excellent time management and organizational skills.
- Computer proficiency in Adobe Pro and Microsoft Office Suite, especially Outlook, Excel and Word.

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/cmof/>.

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 June 3, 2022** to the email address listed below. Please include the Box # (**Box 00262**) in the subject line of your email to ensure receipt of your application. **Email submissions are preferred.**

Nicole Pickel
Box 00262
New York State Department of Financial Services
Office of Human Resources Management
One Commerce Plaza, Suite 301
Albany, NY 12257
Email: Nicole.Pickel@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.