

An Equal Opportunity/Affirmative Action Employer

Announcement of Intention to Fill a Job Vacancy

Administrative Assistant 1, SG-11
(Position may be filled at the Trainee level)

Location: One State Street, NYC

Business Unit: Consumer Examination 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: \$35,528 - \$43,753 (Trainee 1 level)

\$39,653 - \$48,662 (Trainee 2 level)

\$41,953 - \$51,410 (SG-11 level)

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 is seeking a candidate for the position of Administrative Assistant 1 in the Consumer Examination Unit (CEU). The incumbent will be responsible for providing critical clerical support to CEU staff. Duties include, but are not limited to, the following:

- Monitors CEU's daily staff attendance and distributes email to CEU supervisors regarding daily attendance, and also provides attendance verification on staff as requested by Leave and Accrual Tracking System (LATS) administration;
- Provides bi-weekly timesheets in LATS, verifying staff attendance, job assignments and usage of proper activity codes;
- Provides administrative support which includes editing, reviewing, formatting and distribution of written documents in accordance with agency procedures to all areas of CEU including but not limited to: the Community Development Unit (CDU) special projects, managing the CDU branch analysis spreadsheet, annual Community Reinvestment Act (CRA) email blast to various organizations, supporting Consumer Credit Reporting Agency (CCRA) registration, renewal and annual report filing, and the student loan servicer application process;
- Assists in general office management including supply ordering;
- Organizes and maintains filing systems, paper and electronic mail, data entry, and simple data functions to create and maintain spreadsheets and databases;
- Coordinates and schedules meetings, conferences, travel, and special events. Makes travel arrangements, processes travel expense reports, and distributes agendas for scheduled meetings;
- Responds to telephone and email inquiries and provides publicly available information and answers routine questions effectively; and
- Other duties as assigned.

Appointment method:

List Appointment: Candidates must be reachable on the Civil Service eligible list for 37-923.

Transfer: Candidates must have one year of permanent competitive service, or 55b/c service in a position allocated to SG-6 and above and 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/>.

ADDITIONAL INFORMATION:

The Traineeship: Eligible candidates who are appointed to the Administrative Assistant Trainee 1, equated to Grade 8 salary, will be required to serve in a two-year traineeship and complete mandatory courses through the CSEA Partnership via SLMS. After one year of satisfactory service as a Trainee 1, appointees will be advanced without further examination and completion of required coursework to the Trainee 2 level, equated to Grade 10 salary. After one year of satisfactory Trainee 2 service, appointees will be advanced without further examination and completion of required coursework to the journey-level title and Grade 11 salary.

Administrative Assistant Traineeship Coursework Requirements: Trainees will be required to take eight courses, four mandatory and four electives, in the following administrative core competencies: Computer Skills and Technology; Interpersonal and Customer Relations; Professionalism and Self-Management; Verbal and Written Communication. Candidates appointed to Administrative Assistant Trainee 1 must complete one mandatory course in each of the core competencies within one year of appointment. The mandatory courses are Microsoft Word Basics, Customer Service, Organized Office Worker, and Successful Business Writing. Advancement from Administrative Assistant Trainee 1 to Administrative Assistant Trainee 2 is contingent upon completion of one year of permanent competitive or 55b/c service as an Administrative Assistant Trainee 1 and completion of the four mandatory courses. Candidates appointed to or advanced to Administrative Assistant Trainee 2 must complete one elective course in each of the core competencies prior to the completion of the Administrative Assistant Traineeship. Advancement from Administrative Assistant Trainee 2 to Administrative Assistant 1 is contingent upon completion of the requisite courses. Failure to complete the requisite courses prior to the completion of the Administrative Assistant Traineeship will result in removal from employment. For additional information visit <https://www.nyscseapartnership.org/administrative-assistant-traineeship>.

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 May 20, 2022** to the email address listed below. Please include the Box # **(Box AA-CEU- 07293)** in the subject line of your email to ensure receipt of your application. **Email submissions are preferred.**

Shelly Smith
Box AA-CEU-07293
New York State Department of Financial Services
Office of Human Resources Management
One Commerce Plaza, Suite 301
Albany, NY 12257
Email: Shelly.Smith@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.