



An Equal Opportunity/Affirmative Action Employer

Announcement of Intention to Fill a Job Vacancy

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

Location: One Commerce Plaza, Albany

Business Unit: Human Resources

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)

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 1 in the Human Resources Management office. The Administrative Assistant 1 will be responsible for providing vital administrative and clerical support to the Human Resources recruitment team. Duties include, but are not limited to:

- Issues HR related notifications for separations, non-employees and other miscellaneous changes;
- Sends out onboarding email with all applicable paperwork to new employees;
- Handles onboarding/offboarding of temp employees and interns;
- Works closely with the recruitment team to publish job vacancy announcements on the DFS Website, DFS Intranet, StateJobsNY, and Indeed.
- Sends out "all employee" email announcing vacancies, logs posting information in spreadsheet, and tracks deadlines and saves electronic copy in appropriate folder;
- Schedules interviews via Outlook, coordinates video/phone interview via Teams, reserves conference room, if applicable, and serves as first point-of-contact for interviewees;
- Conducts reference checks;
- Electronically logs Actuary exams, generates score letters/disqualification letters, updates eligible lists, and distributes appropriately;

- Monitors and responds to multiple HR electronic mailboxes;
- Greets and assists visitors to the Human Resources Management office;
- Answers telephones, responds to standard inquiries concerning the Human Resource Management office and refers technical questions to appropriate staff;
- Establishes and maintains manual and electronic files, searches for and retrieves requested materials and periodically purges obsolete materials; and
- Performs other duties in support of office operations.

Preferred Skills:

- Strong written and clear communication skills are preferred.
- Should be a self-starter, outgoing and team-oriented.
- Strong attention to detail and organizational skills are a must.
- Computer proficiency in Microsoft Office Suite, including Outlook, Word, Excel, etc. is a mandatory component of the assignment.

Appointment Method:

List Appointment: Candidates must be reachable on the Civil Service eligible list for Secretary 1, #37-923.

Transfer: Candidates in a title eligible for transfer via Section 70.1 of the Civil Service Law are encouraged to apply. Information regarding transfer eligibility may be available on the Civil Service Career Mobility Office website at <http://careermobilityoffice.cs.ny.gov/cmof/>

Eligible candidates who transfer to the Administrative Assistant Trainee 1, NS (equated to SG-08) will be required to serve in a two-year traineeship and complete mandatory courses through the CSEA Partnership via SLMS prior to advancing to the Administrative Assistant 1, SG-11.

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://nyscseapartnership.org/AdminAssistTraineeship/FAQ.cfm>.

To Apply: Interested qualified candidates must submit a resume and letter of interest by **July 1, 2022**, to the email address listed below. Please include (**Box AA1-HR-07368**) in the subject line of your email to ensure receipt of your application. **Email submissions are preferred.**

Christine McCann
Box AA1-HR-07368
 New York State Department of Financial Services
 Office of Human Resources Management
 99 Washington Avenue, Suite 301

Albany, New York 12257
Email: Christine.McCann@dfs.ny.gov
Fax: (518) 402-5071

Please note that not all applicants may be scheduled for an interview.

Public Service Loan Forgiveness

Employment with New York State qualifies an individual for Public Service Loan Forgiveness (PSLF). This program forgives the remaining balance on any Direct Student Loans after you have made 120 qualifying monthly payments while working full-time for a U.S. federal, state, local, or tribal government or not-for-profit organization. To learn more about the program and whether you would qualify, please visit: <https://studentaid.gov/manage-loans/forgiveness-cancellation/public-service>

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 and the accommodation would not constitute an undue hardship on the operations of the agency.

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.