



An Equal Opportunity/Affirmative Action Employer
Announcement of Intention to Fill a Job Vacancy

Executive Assistant, NS

Location: One State Street, New York City

Business Unit: Insurance Division

Negotiating Unit: Management Confidential (MC)

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

Salary: \$61,423 - \$76,218 (salary commensurate with experience)

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: This is an appointment to a position in the exempt jurisdictional class.

Appointment to this position is pending Governor Appointment's Office and Division of Budget approval.

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 is seeking candidates for the position of Executive Assistant in the Insurance Division. The Executive Assistant will function with a great degree of independence in providing a variety of high-level professional administrative duties. Incumbent will report directly to the Executive Deputy Superintendent of the Insurance Division in addition to supporting the Executive Deputy Superintendent of the Climate Division. This will require a working knowledge of the agency's operations and familiarity with State government. An ability to function in a fast-paced and results driven environment is critical. Discretion, tact, confidentiality, and diplomacy skills are essential. Other duties include, but are not limited to, the following:

- Handles executive level scheduling of meetings, calls and conferences and serves as gatekeeper and triages all requests made to the Executive Deputy Superintendents;
- Prepares and edits materials for executive meetings, briefings, testimony, conferences, and presentations, ensuring that materials are concise, accurate and relevant to the audience and requiring interaction with multiple stakeholders and organizational skills;
- Manages ongoing communications and serves as liaison with external stakeholders and Department staff, ensuring prompt responses and scheduling and preparation of relevant meetings and communications;
- Assists in the coordination of various activities, projects, and programs among the Insurance and Climate Divisions, with other groups and divisions within DFS, and with regulated institutions and other stakeholders, and provides periodic status reports on such activities;
- Types, reviews and edits correspondence and other materials and documents for the Executive Deputy Superintendent's signature and elevates relevant correspondence when necessary;
- Researches issues and develops reports and recommendations;
- Schedules travel arrangements and prepares expense reports for the Executive Deputy Superintendents;
- Answers telephone, makes calls, and greets visitors and staff promptly and professionally, ensuring that schedules are kept, and stakeholders' inquiries are promptly responded to;

- Coordinates and communicates with the staff of the National Association of Insurance Commissioner, including receiving and retrieving materials for various committees;
- Coordinates and communicates with the members of the State Insurance Advisory Board and sets up periodic meetings;
- Coordinates attendance at meetings and events for the Executive Deputy Superintendents and other Insurance and Climate Division staff;
- Creates and maintains electronic and paper filing systems; and
- Performs other duties as assigned.

Preferred Qualifications

- Bachelor's degree and two years of experience supporting C-Level executives.
- Light project tracking/management experience preferred.

*Substitutions: four years of specialized experience or associate's degree and two years of specialized experience may substitute for bachelor's degree; J.D. or master's degree may substitute for one year of specialized experience; Ph.D. may substitute for two years of specialized experience.

Appointment method:

This is an appointment to a position in the exempt jurisdictional class. As such, the incumbent of this position would serve at the pleasure of the appointing authority.

To Apply: Interested qualified candidates must submit a resume and letter of interest **no later than October 5, 2022** to the email address listed below. Please include Box# **(Box EA-00128)** in the subject line of your email to ensure receipt of your application. **Email submissions are preferred.**

Melissa Dover
Box EA-00128
New York State Department of Financial Services
Office of Human Resources Management
One Commerce Plaza, Suite 301
Albany, NY 12257
Email: NCE.Notifications@dfs.ny.gov
Fax: (518) 402-5071

All candidates that apply may not 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. 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 Office of Employee Relations at (518) 473-3130 or via email at response@oer.ny.gov.