



An Equal Opportunity/Affirmative Action Employer

Announcement of Intention to Fill a Job Vacancy

Office Assistant 2, SG-09

Location: One Commerce Plaza, Albany

Business Unit: Licensing

Negotiating Unit: Civil Service Employee Association (CSEA)

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

Salary: \$39,022 - \$47,968

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) Licensing Unit is seeking candidates for the position of Office Assistant 2. Duties include, but are not limited to:

- Processes applications for licenses, including those that do not meet normal parameters requiring additional research and consultation with higher level staff;
- Handles sensitive applications, requests, or inquiries in which management or executive staff may be contacted or interested;
- Gathers, compiles, and prepares data for various reports, publications, records, or other external or internal communications;
- Answers written, telephone or face-to-face questions related to the licensing process; assists applicants in completing applications;
- Searches records to determine the license status and history of individuals and corporations;
- Provides various licensing documents;
- Electronically preserves documentary records as needed; maintains records for the required retention periods and then purges outdated records; and
- Provides training in the use of database systems and other software, as well as office and agency procedures.

Appointment method:

List Appointment: Candidates must be reachable for appointment on the Civil Service eligible list #37-890 Office Assistant 2.

Transfer: Candidates must have one year of permanent competitive service in a title eligible for transfer via Sections 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 transfers without an intervening eligible list appointment, if such transfers would result in an increase of more than two salary grades.

To Apply: Interested qualified candidates must submit a resume and letter of interest **no later than November 23, 2022** to the email address listed below. Please include the Box # **Box OA2 - 06131** in the subject line of your email to ensure receipt of your application. **Email submissions in PDF format are preferred.**

Douglas Arthur
Box OA2 - 06131
New York State Department of Financial Services
Office of Human Resources Management
One Commerce Plaza, Suite 301
Albany, NY 12257
Email: Douglas.Arthur@dfs.ny.gov
Fax: (518) 402-5071

All candidates who 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 Governor's Office of Employee Relations at (518) 474-6988 or via email at info@goer.ny.gov.