



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

Executive Assistant, NS

Location: Albany or NYC

Business Unit: Virtual Currency

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 Executive Assistant will function with a great degree of independence in providing professional level administrative support to Deputy Superintendent of the Virtual Currency (VC) Unit within the Research and Innovation Division. An ability to function in a fast-paced and results driven environment is critical. Discretion, tact, confidentiality and diplomacy skills are essential.

Duties include, but are not limited to, the following:

- Tracks ongoing application and supervision activity in the VC Unit and reports to the Deputy Superintendents;
- Manages file structure for VC Unit and ensures that records are in their appropriate place;
- Monitors for updates to application packages for bitlicense and trust applications;
- Monitors for supervision requests from regulated entities;
- Manages meetings and travel for Deputy Superintendents, and potentially other senior staff as directed;
- Coordinates group meetings for the VC Unit;
- Serves as liaison with Human Resources, Facilities, and Information Technology for setup of new hires, transfers and separations;
- Attends meetings and takes notes as necessary;
- Provides briefings and status updates to executive staff and other parties; and
- Other duties as assigned.

Preferred Qualifications

- Excellent organization, communication, writing, and multi-tasking skills.
- Demonstrated time management skills including the ability to meet strict deadlines in a fast-paced environment.
- Experience maintaining databases.

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 February 7, 2023** to the email address listed below. Please include Box# **(Box EA-00152)** in the subject line of your email to ensure receipt of your application. **Email submissions are preferred.**

Anthony Craft
Box EA-00152
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.