



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

Office Assistant 1, SG-6

Location: One State Street, New York City

Business Unit: Property Bureau

Negotiating Unit: Civil Service Employees Association (CSEA)

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

Salary: \$33,157 – \$41,018

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 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 Office Assistant 1 in the Property Bureau. Duties include, but are not limited to, the following:

- Acts as the receptionist for the unit, greets visitors and ensures that visitors complete the Visitor Sign-in sheet and notifies examiners that the scheduled visitor(s) have arrived;
- Processes new no-fault provider overcharge complaints from insurers for the No-Fault Unit;
- Enters required data setting up files and scans the documents into the New York Complaint Information System (NYCIS);
- Sends files to no-fault supervisor for assignment to examiners;
- Collects and sorts the mail for the No-Fault Unit on a daily basis and scans correspondence on assigned complaints into NYSCIS;
- Creates "Investigation" and "Inquiry" case files and sends to Excess Line Unit supervisor for assignment to examiners;
- Enters information and scan documents into NYSCIS system files, this includes creating, closing, and archiving numerous NYSCIS inquiry cases;
- Schedules meetings and reserves conference rooms, upon request;
- Registers visitors into database for entry into DFS offices in NYC;
- Enters Project Sunlight forms information into NYS database and in Bureau's Market Section's spreadsheet for record keeping;
- Handles requisitions for supplies for the Bureau's Market Section through Statewide Financial System;
- Assists in verifying the number of Insurance Law books for examiners and distributes to each Unit;
- Assists to maintain Emergency Contact List spreadsheet;
- Collects information from each examiner for updating as necessary; and

- Handles and processes the incoming and outgoing mail for the Property Bureau on the 6th floor including coordinating with the DFS mailroom as appropriate.

Appointment method:

List Appointment: Candidates must be reachable on the Civil Service eligible list for 26-711

55 b/c Appointment: Candidates must meet the eligibility requirements of the Governor's Program to Hire Individuals and Veterans with Disabilities as described in Civil Service Law § 55b/c. Information about this program can be found here: <https://www.cs.ny.gov/rp55/>

Transfer: Candidates must have one year of permanent competitive service 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/>.

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 January 18, 2023** to the email address listed below. Please include the Box # **Box OA1-07306** in the subject line of your email to ensure receipt of your application. **Email submissions are preferred.**

Christine McCann
Box **OA1-07306**
New York State Department of Financial Services
Office of Human Resources Management
One Commerce Plaza, Suite 301
Albany, NY 12257
Email: Christine.McCann@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.