



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

Office Assistant 1 Stores/Mail, SG-6

Location: One Commerce Plaza, Albany

Business Unit: Office Services

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

Appointment Status: Permanent

Note: Due to the nature of this position, the incumbent will be required to physically report to the office full time; telecommuting will not be allowed.

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 Stores/Mail in the Office Services Unit.

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

- Assists in responding to office services and facilities operations -related requests by agency "customers" employees;
- Performs clerical and office support, including, but not limited to, opening, sorting and delivering mail, and a variety of tasks using the mail machine;
- Tracks incoming and outgoing barcoded mail using the Send Suite Tracking System;
- Prepares outgoing Certified mail and processes electronically;
- Prepares outgoing packages for mailing electronically. Determines the best mailing services to use with the given parameters, and assists Department personnel in preparing mailings;
- Processes documents from Business Units for mailing using the folder/insertor machine;
- Fills supply orders and is responsible for inventory of supplies;
- Generates reports and tracks data using Excel spreadsheets;
- Performs routine maintenance of printer and copier toner cartridges and tracks usage;
- Assists with records retention by processing employee requests, transports, verifies and prepares for shipment of storage boxes;
- Assists with configuring, repairing and moving furniture and other office items, as needed;
- Duties may require the ability to routinely lift and/or carry heavy items;
- Receives inventory and delivers merchandise to all Department offices at the Albany location; and
- Other office services and facilities operations -related duties as assigned.

Preferred Qualifications

- Ability to work well with others as a team;

- Strong communication and customer services skills; and
- Ability to multi-task and perform a wide variety of office services and facilities operations -related tasks.

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 12, 2023** to the email address listed below. Please include the Box # **(Box OA1SM-04115)** in the subject line of your email to ensure receipt of your application. **Email submissions are preferred.**

Douglas Bartels
Box OA1SM-04115
New York State Department of Financial Services
Office of Human Resources Management
One Commerce Plaza, Suite 301
Albany, NY 12257
Email: douglas.bartels@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.