



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

Office Assistant 1 Keyboarding, SG-6

Location: One Commerce Plaza, Albany

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

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 Keyboarding in the Property Bureau. Duties include, but are not limited to, the following:

- Handles the biographical ("bios") affidavits and fingerprinting procedures for both the Albany and New York City offices;
- Opens mail for both the Albany Licensing and Financial Units, stamping, logging in and distributing mail to the appropriate examiner as well as all other responsibilities associated with this task;
- Scans documents required of the Licensing Unit and ensures that they are properly directed to appropriate examiner's queue;
- Maintains Excel spreadsheets;
- Secures all sensitive information received;
- Keeps track of all outstanding items until completion;
- Sets up new electronic files in the appropriate drive;
- Assists with gathering documents requested;
- Assigns company submissions received through the portal;
- Distributes electronic submissions to the appropriate Company Regulatory Unit within Property Financial;
- Requests access to DFS premises for outside visitors; and
- Other duties as assigned.

Preferred Qualifications

- Good organizational skills.
- Proficiency in Microsoft Excel.

Appointment method:

List Appointment: Candidates must be reachable on the Civil Service eligible list for Beginning Office Assistant, List # 26-697.

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 February 10, 2023** to the email address listed below. Please include the Box # OA1KB-06145 in the subject line of your email to ensure receipt of your application. **Email submissions are preferred.**

Christine McCann
Box OA1KB-06145
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.