



An Equal Opportunity/Affirmative Action Employer

Announcement of Intention to Fill a Job Vacancy

Legal Assistant 1, SG-14

(The position may be filled at the Trainee level)

Location: One State Street, New York City

Business Unit: Licensed Financial 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: \$43,648 - \$53,490 (Legal Assnt Trainee 1, SG-11)

\$48,881 - \$59,542 (Legal Assnt Trainee 2, SG-13)

\$51,711 - \$62,806 (Legal Assnt 1, SG-14)

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 State 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 Legal Assistant 1 in the Licensed Financial Services Unit. Duties include, but are not limited to, the following:

- Conducts preliminary review of de novo and change of control applications submitted by various industries including money transmission, sales finance, premium finance, licensed lender, budget planner and check casher;
- Documents results of the review and prepares letters for issuance to applicants;
- Performs due diligence procedures or research in relation to an application;
- Reviews, summarizes, and documents results of due diligence research;
- Assists with file arrangement and record-keeping for returned and withdrawn applications;
- Maintains files to reflect application status, data, and statistics;
- Assists with processing of fingerprints; and
- Performs other tasks and special projects as assigned.

Preferred Qualifications

- Proficient with MS Word and Excel
- Able to work independently
- Sound knowledge of business law

- Effective writing and communication skills
- Good business sense and good work ethics
- Diligent, organized and detailed oriented
- Able to work in a high volume fast-paced environment

Appointment method:

List Appointment: Candidates must be reachable on the Civil Service eligible list 26-785 or 00-442.

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 March 22, 2023** to the email address listed below. Please include the Box LA1-05638 in the subject line of your email to ensure receipt of your application. **Email submissions are preferred.**

Christine McCann
Box LA1-05638
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.