



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

Legal Assistant 1, SG-14

Location: One State Street, New York City

Business Unit: Office of General Counsel

Negotiating Unit: Civil Service Employees Association (CSEA)

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

Salary: \$53,262 - \$64,693

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 \$3,087 annual downstate adjustment.

Appointment Status: Contingent Permanent

The New York State Department of Financial Services seeks to build an equitable, transparent, and resilient financial system that benefits individuals and supports business. Through engagement, data-driven regulation and policy, and operational excellence, the Department and its employees are responsible for empowering consumers and protecting them from financial harm; ensuring the health of the entities we regulate; driving economic growth in New York through responsible innovation; and preserving the stability of the global financial system.

The Department of Financial Services is seeking candidates for the position of Legal Assistant 1 in the Office of General Counsel. Duties include, but are not limited to, the following:

- Receives, monitors and tracks incoming email and telephone ethics inquiries from staff and, as appropriate, works with the Ethics team to provide responses;
- Monitors the DFS Ethics mailbox and updates ethics documents on DFS intranet as appropriate;
- Proofreads and sends annual Financial Disclosure Statement (FDS) notices and reminders to staff;
- Monitors and provides outreach to delinquent filers as appropriate;
- Liaises with and assists the Ethics and Training teams in coordinating Commission on Ethics and Lobbying in Government (Commission) training and Project Sunlight training for staff;
- Assists with reviewing employee training notices and providing training support to the Ethics team;
- Oversees and manages staff compliance with Project Sunlight reporting, including quarterly reports, and Commission training;
- Maintains and updates list of Project Sunlight monitors and reporters;
- Liaises with staff to ensure accurate and timely completion of Section 166 notice of appearance forms as appropriate;
- Assists with reviewing, updating, and drafting internal policies and procedures;
- Assists with new employee and intern conflict checks;
- Conducts legal research and information gathering;
- Cite-checks and corrects ethics documents;
- Organizes and creates a filing system for documents related to ongoing and completed matters;
- Maintains files to reflect assignment status and deadlines as appropriate;
- Supports Ethics team with special projects as needed; and
- Other duties as assigned.

Preferred Qualifications

- Experience working in a paralegal/legal assistant role.
- Detail-oriented with the ability to multitask in a fast-paced environment.
- Ability to handle and hold in strict confidence sensitive and confidential information.
- Excellent time management and organizational skills.
- Ability to prioritize and manage assignments and meet deadlines.
- Ability to handle and navigate last-minute urgent ethics inquiries.
- Computer proficiency in Microsoft Office Suite, especially Outlook, Excel, and Word.

Appointment method:

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

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 October 15, 2023** to the email address listed below. Please include the Box # **(Box LA1- 05630)** in the subject line of your email to ensure receipt of your application. **Email submissions are preferred.**

Ioni Reyes
Box LA1- 05630
New York State Department of Financial Services
Office of Human Resources Management
One Commerce Plaza, Suite 301
Albany, NY 12257
Email: Ioni.Reyes@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.