



An Equal Opportunity/Affirmative Action Employer

Announcement of Intention to Fill a Job Vacancy

Administrative Assistant 1, SG-11 (Position may be filled at trainee level)

Location: One State Street, New York City

Business Unit: Health 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: \$44,957 –\$55,093 Administrative Assistant 1, SG-11
\$42,493 - \$52,146 Administrative Assistant Trainee 2, NS
\$38,073 - \$46,886 Administrative Assistant Trainee 1, NS

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

- Maintains daily Health Bureau attendance for office staff, field staff, and supervising examiners;
- Maintains the bi-weekly accrual charges spreadsheet which lists the supervising examiners' accrual charges given at the end of each pay period;
- Performs duties related to Project Sunlight;
- Processes UPS labels for the office staff,
- Scans annual and quarterly statements into the database;
- Reserves conference rooms for office staff;
- Logs visitors into the One State Street Portal for office staff;
- Distributes mail;
- Completes initial processing of travel request forms, and prepares them for final processing;
- Completes initial processing of compensation and overtime requests;
- Completes initial processing of alternate work schedules;
- Completes initial processing for appointment letters;
- Creates, processes, and mails additional written correspondence;
- Distributes and mails books and resources to field staff via UPS; and
- Completes initial processing of performance evaluations.

Appointment method:

List Appointment: Candidates must be reachable on the Civil Service eligible list for Administrative Assistant 1 list #38-701.

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 December 5, 2023** to the email address listed below. Please include the Box # (**Box ADMV AST 1-05079**) in the subject line of your email to ensure receipt of your application. **Email submissions are preferred.**

Carlos Millan
Box ADMNV AST 1-05079
New York State Department of Financial Services
Office of Human Resources Management
One Commerce Plaza, Suite 301
Albany, NY 12257
Email: carlos.millan@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.