



One State Street, New York, NY 10004

**An Equal Opportunity/Affirmative Action Employer**

## **Announcement of Intention to Fill Multiple Job Vacancies**

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### **Office Assistant 2, SG-09**

**Location:** One Commerce Plaza, Albany

**Business Unit:** Office of Financial Management

**Negotiating Unit:** Civil Service Employees Association (CSEA)

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

**Salary:** \$36,772- \$45,200

**Appointment Status:** Permanent

**Appointment to this position is pending Division of Budget approval to fill.**

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The Department of Financial Services is seeking a candidate for the position of Office Assistant 2 in the Office of Financial Management. The Office Assistant 2 will be responsible for assisting employees with travel expense reports and entering financial data from same into the Statewide Financial System (SFS) for payment by the Office of the State Comptroller. The duties of the position are as follows:

- Reviews and audits employee expense reports for accuracy and compliance with established policies;
- Enters expense report data in to the Statewide Financial System (SFS);
- Responds to communications, both orally and in writing, from employees regarding the travel process, expense report assistance, and the Statewide Financial System (SFS) as it relates to travel;
- Completes expense reports and maintains travel files, and
- Other duties as assigned.

#### **Appointment Method:**

**List Appointment:** Candidates must be reachable on the Civil Service eligible list for Office Assistant 2, #37-890.

**Transfer:** Candidates in a title eligible for transfer via Section 70.1 of the Civil Service Law are encouraged to apply. Information regarding transfer eligibility may be available on the Civil Service Career Mobility Office website at <http://careermobilityoffice.cs.ny.gov/cmo/>

**To Apply:** Interested qualified candidates must submit a resume and letter of interest **no later than January 31, 2020** to the email address listed below. Please include **Box OFM-06127/725** in the subject line of your email to ensure receipt of your application. **Email submissions are preferred.**

Nicole Pickel  
**Box OFM-06127/725**  
New York State Department of Financial Services  
Office of Human Resources Management  
99 Washington Avenue, Suite 301  
Albany, New York 12257

Email: Nicole.Pickel@dfs.ny.gov  
Fax: (518) 402-5071

**All candidates that apply may not be scheduled for an interview**

**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 and the accommodation would not constitute an undue hardship on the operations of the agency.

***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 Governor's Office of Employee Relations at (518) 474-6988 or via email at info@goer.ny.gov.***