Announcement of Intention to Fill a Job Vacancy

Office Assistant 1, SG-06

Location: One State Street, New York City

Business Unit: Office Services & Facilities 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: $31,870 - $39,423

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 Department of Financial Services (DFS) 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. Duties include, but are not limited to, the following:

- Fulfills requests for fingerprint cards within 24 hours of receipt;
- Responds to all issues regarding Multi-function Printers (MFP) at 1 State Street. Including requests for services from contracted repair vendors to ensure that MFPs are in satisfactory working condition. Replaces toner and other parts as needed;
- Ensures that all equipment rooms are stocked with paper on a weekly basis;
- Inspects, checks, and patrols assigned areas for non-adherence to safety procedures and to detect vandalism; reports defects and potentially dangerous conditions in the building and adjacent areas with weekly checklist; directly informs building maintenance for emergency situations;
- Delivers office supplies and special packages to designated recipient as needed;
- Sets up chairs, podiums and related equipment for conferences, seminars and special events; loads, unloads and assembles furniture and equipment as assigned; and
- Performs office-related activities such as filing (physical or electronic), alphabetizing, photocopying, sorting and delivering mail, inventorying and storing records or supplies on shelves, bins and/or on the floor; responsible for answering main phone line after 3 rings.

Appointment methods:

List Appointment: Candidates must be reachable on the Civil Service eligible list for 26-711.
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 August 1, 2022 to the email address listed below. Please include the Box # (Box OA1 – 00912) in the subject line of your email to ensure receipt of your application. Email submissions are preferred.

Douglas Arthur  
Box OA1 - 00912  
New York State Department of Financial Services  
Office of Human Resources Management  
One Commerce Plaza, Suite 301  
Albany, NY 12257  
Email: douglas.arthur@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.