



An Equal Opportunity/Affirmative Action Employer

Announcement of Intention to Fill a Job Vacancy

Executive Assistant, NS

Location: One State Street, New York City

Business Unit: Executive Division

Negotiating Unit: Management Confidential (MC)

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

Salary: \$65,164 - \$80,860 (salary commensurate with experience)

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 \$3,400 annual downstate adjustment.

Appointment Status: This is an appointment to a position in the exempt jurisdictional class.

Appointment to this position is pending Governor Appointment's Office and Division of Budget approval.

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 Executive Assistant in the Executive Division. Duties include, but are not limited to, the following:

- Serves as the primary executive assistant to the Superintendent of the Department, working closely with members of the Department's Executive Office;
- Builds and maintains a strong and trusted relationship with the Superintendent and senior leaders by providing trusted support;
- Provides comprehensive administrative and clerical support in a range of areas, including scheduling and calendar maintenance, prioritizing and handling of inbound and outbound communications, preparing agendas, managing catering, organization of travel, and managing expense reports;
- Serves as the first point of contact for any correspondence to or meetings with the Superintendent, representing the Department with professionalism and ensuring timely responses to inquiries;
- Reviews and drafts responses to correspondence directed to the Superintendent, ensuring pertinent matters are flagged for the Superintendent's attention;
- Collaborates with other divisions and team members to ensure seamless communication and coordination;
- Assists with special projects and research as needed; and
- Performs other duties as assigned.

Preferred Qualifications

- Excellent verbal communication, writing, and interpersonal skills.
- Demonstrated ability to navigate complex issues, problem solving in a fast-paced environment.
- Strong project management skills, including experience managing many time-sensitive, complex projects simultaneously.
- Detail-oriented with the ability to organize and prioritize tasks effectively in a fast-paced environment.
- Proficiency with Microsoft 365, WebEx, and Zoom.

Appointment method:

This is an appointment to a position in the exempt jurisdictional class. As such, the incumbent of this position would serve at the pleasure of the appointing authority.

To Apply: Interested qualified candidates must submit a resume and letter of interest **no later than November 18, 2024** to the email address listed below. Please include Box# (**Box EA-00130**) in the subject line of your email to ensure receipt of your application. **Email submissions are preferred.**

Nathan Keiper
Box EA-00130
New York State Department of Financial Services
Office of Human Resources Management
One Commerce Plaza, Suite 301
Albany, NY 12257
Email: NCE.Notifications@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.

All people with disabilities are encouraged to apply to all jobs for which they meet the minimum qualifications.

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.