



An Equal Opportunity/Affirmative Action Employer

Announcement of Intention to Fill a Job Vacancy

Administrative Assistant 2, SG-15

Location: One Commerce Plaza, Albany

Business Unit: Technology Bureau

Negotiating Unit: Management Confidential (MC)

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

Salary: \$58,066 - \$72,519

Appointment Status: Permanent

Note: Due to the nature of this position, the incumbent will be required to physically report to the office full time; telecommuting will not be allowed.

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 2 in the Technology Bureau. This position provides high-level administrative support to executive leadership, ensuring smooth daily operations and efficient management of office tasks. Duties include, but are not limited to, the following:

- Manages and reconciles executive travel expenses;
- Opens, sorts and distributes incoming mail. Prepares outgoing mail and packages;
- Processes invoices and expense reports;
- Manages confidentiality and proper filing of sensitive matters;
- Answers and manages phone calls. Screens and directs calls to appropriate personnel;
- Maintains office supply inventory;
- Coordinates meetings and manage executive calendars as needed;
- Prepares reports and other documents as needed;
- Monitors shared mailbox and enters requests received into Employee Profiles (EP) system; and
- Performs additional tasks as assigned by leadership.

Preferred Qualifications

- Experience as an assistant or office administrator.
- Excellent organizational and time management skills.
- Strong communication abilities, verbal and written.
- Proficiency in Microsoft Suite.
- Discretion and confidentiality.
- Ability to multitask and prioritize effectively.

Appointment method:

Minimum Qualifications:

List Appointment: Candidates must be reachable on the Civil Service eligible list for 37-924010.

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 3, 2024** to the email address listed below. Please include the Box # (**Box AA2-0308**) in the subject line of your email to ensure receipt of your application. **Email submissions are preferred.**

Ryan Taratus
Box AA2-0308
New York State Department of Financial Services
Office of Human Resources Management
One Commerce Plaza, Suite 301
Albany, NY 12257
Email: ryan.taratus@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.