



An Equal Opportunity/Affirmative Action Employer
Announcement of Intention to Fill a Job Vacancy

Legal Assistant 1, SG-14

Location: One State Street, New York City

Business Unit: Cybersecurity Supervision

Negotiating Unit: Civil Service Employees Association (CSEA)

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

Salary: \$54,860 – \$66,634

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: 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 Legal Assistant 1 in Cybersecurity Supervision. Duties include, but are not limited to, the following:

- Compiles and maintains reports tracking Cybersecurity Regulation compliance and delinquencies;
- Assists in the management of the Cybersecurity Division's public-facing website;
- Communicates with agency Divisions on matters related to compliance with the Cybersecurity Regulation;
- Assists with regulatory compliance filings;
- Assists in the management of Cyber Regulation support mailboxes;
- Updates spreadsheets and other documentation tracking Cybersecurity Regulation-related inquiries that DFS receives from the public;
- Drafts email correspondence answering questions from the public relating to the Cybersecurity Regulation;
- Performs legal and compliance-related research, including locating and retrieving court filings and other documents from internal databases and legal research databases;
- Conducts research and drafts work product summarizing and analyzing legal and general research;
- Employs proper grammatical usage, spelling, and organizational skills in written work product;
- Performs due diligence on bulk filing requests;
- Coordinates with other Divisions and business units on requests for data related to joint projects;
- Maintains and updates documentation of data governance and/or IT issues relating to the DFS Portal;
- Maintains and updates documentation of inquiries received through Cyber Regulation support mailbox;
- Attends and, if necessary, schedules meetings for staff;
- Works on DFS Portal, LINX, and other DFS-specific systems;
- Works on and has familiarity with Excel, and Microsoft Office Suite, including PowerPoint; and
- Assists with other duties, including administrative duties, as assigned.

Appointment method:

Minimum Qualifications: Two years of full-time experience as a Paralegal/Legal Assistant OR an associate degree (or higher) in a paralegal/legal assistant program OR a certificate in a paralegal/legal assistant program where either the degree or certificate was granted from a regionally accredited college or university, or college or university accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) or one approved by the American Bar Association (ABA).

NY HELPS: This title is part of the New York Hiring for Emergency Limited Placement Statewide Program (NY HELPS).

For the duration of the NY HELPS Program, this title maybe filled via a non-competitive appointment, which means no examination is required but all candidates must meet the minimum qualifications of the title for which they apply (see minimum qualifications above). At this time, agencies may recruit and hire employees by making permanent non-competitive appointments.

At a future date (within one year of appointment), it is expected employees hired under NY HELPS will have their non-competitive employment status converted to competitive status, without having to compete in an examination. Employees will then be afforded with all of the same rights and privileges of competitive class employees of New York State. While serving permanently in a NY HELPS title, employees may take part in any promotion examination for which they are qualified.

List Appointment: Candidates must be reachable on the Civil Service eligible list for 26-785010.

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 January 13, 2025** to the email address listed below. Please include the Box # **Legal Assnt 1-02726** in the subject line of your email to ensure receipt of your application. **Email submissions are preferred.**

Please be advised that the New York State Department of Financial Services does not offer sponsorship for employment visas.

Christopher Barr
Box # Legal Assnt 1-02726
New York State Department of Financial Services
Office of Human Resources Management
One Commerce Plaza, Suite 301
Albany, NY 12257
Email: Christopher.barr@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.