



An Equal Opportunity/Affirmative Action Employer

Announcement of Intention to Fill a Job Vacancy

Assistant Office Services Manager, SG-18

Location: One Commerce Plaza, Albany

Business Unit: Office Services and Facilities Management

Negotiating Unit: Professional, Scientific and Technical (PEF)

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

Salary: \$66,951 – \$85,138

Appointment Status: Permanent

Travel: 10%

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 (DFS) is seeking candidates for the position of Assistant Office Services Manager in the Office Services and Facilities Management unit. Some travel may be required for this position. Duties include, but are not limited to, the following:

- Assists in coordinating office services operations, including facilities management, office moves, space planning, records management, procurement, and administrative support;
- Supports space planning activities, including tracking service requests, coordinating moves, and assisting with onboarding and offboarding logistics;
- Assists with purchasing, inventory control, and equipment needs;
- Supports the administration of leases, service agreements, and equipment contracts;
- Coordinates with vendors and service providers;
- Serves as a liaison with building management and maintenance staff to help resolve facility, safety, and workplace issues;
- Assists in managing surplus property, mail services, and office supply inventory and distribution;
- Supports security-related functions, including access control, ID badges, and coordination with security staff on incidents and access needs;
- Provides support in supervising office services staff, including scheduling, task coordination, and assisting with performance evaluations;
- Assists with purchasing activities and coordination with internal units and HR for programs such as ergonomics; and
- Provides administrative support for systems such as the Employee Profile platform.

Appointment Method:

List Appointment: Candidates must be reachable on the Civil Service eligible list for 00-438010 or 26-542010.

Transfer: Candidates must have one year of permanent competitive service in a title eligible for transfer via Sections 70.1 or 52.6 of the Civil Service Law. Information regarding transfer eligibility may be available on the [Civil Service Career Mobility Office website](#).

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.

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/>

Minimum Qualifications: Six years of experience, including two at a supervisory level, in at least two of the following office services: property or space management, warehouse and inventory operations, purchasing, fleet or parking management, telecommunications, mail room operations, printing, or records management and retention. **Substitutions:** An associate degree can substitute for two years of specialized experience; a bachelor's degree can substitute for four years of experience.

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 may be 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.

To Apply: Interested qualified candidates must submit a resume and letter of interest **no later than June 12, 2026** to the email address listed below. Please include the Box # (**Box AOSM-02902**) 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.

Tyler Lebel
Box AOSM - 02902
New York State Department of Financial Services
Office of Human Resources Management
One Commerce Plaza, Suite 301
Albany, NY 12257
Email: recruitment@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.