An Equal Opportunity/Affirmative Action Employer

Announcement of Intention to Fill a Job Vacancy

Stores & Mail Operations Supervisor, SG-12

Location: One Commerce Plaza, Albany

Business Unit: Office Services and 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: $52,694 – $64,321

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 is seeking candidates for the position of Stores & Mail Operations Supervisor 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:

- Supervises all aspects of daily mail processing; opening, sorting, delivery, and tracking of incoming/outgoing barcoded mail;
- Oversees document processing and liaise with USPS and FedEX for supplies generated reports and track data using Excel;
- Maintains records and process employee requests;
- Supervises supply inventory, fulfill supply orders, and manage copier/printer maintenance and toner tracing; coordinate equipment setup and relocation for office moves and employee onboarding/offboarding;
- Coordinates vendor appointments and log maintenance requests through the building reporting system;
- Supports office moves including planning, coordination, and execution of moves;
- Supervises and develops support staff;
- Resolves work problems and respond to mailroom and office services inquiries;
- Serves as backup to the Office Services Manager and Assistant Office Service Manager as needed; and
- Performs other clerical, facilities, and Office Services Facilities Management Unit duties as assigned.

Appointment Method:

List Appointment: Candidates must be reachable on the Civil Service eligible list for 31-183010.

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.

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.

Minimum Qualifications:

Promotion: One year of permanent competitive service as an Office Assistant 2 (Stores/Mail).

Non-Competitive Promotion (NCP): In accordance with Section 52.7 of the Civil Service Law, if the number of qualified candidates who apply for the position is three or less, a permanent appointment can be made, at agency discretion, by non-competitive promotion of an applicant who meets the minimum qualifications.

To Apply: Interested qualified candidates must submit a resume and letter of interest **no later than November 13, 2026** to the email address listed below. Please include the Box # **(Box SMOS-00907)** 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 SMOS-00907
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.