

Administrative Assistant 1
Administrative Assistant Trainee 1; OR
Administrative Assistant Trainee 2

Announcement Posted:

05/17/23

Responses must be hand delivered or postmarked by:

05/27/23

Salary Range:

\$43,932 to \$55,336 (Administrative Assistant 1); **OR**
\$37,178 (Administrative Assistant Trainee 1); **OR**
\$41,419 (Administrative Assistant Trainee 2)

Location:

Division of Legal Affairs
40 North Pearl Street
Albany, NY 12243

Grade:

11/NS (Management/Confidential)

of Positions:

1

Candidates Must Meet the Following Qualifications:

Administrative Assistant 1 (SG-11):

Eligible for a lateral transfer or eligible for a 70.1 transfer by having one year of permanent competitive service in an appropriate title;

View a complete listing of [70.1 transferable titles](#); **OR**

Administrative Assistant Trainee 1 (NS=SG-8):

Eligible for a lateral transfer or eligible for a 70.1 transfer by having one year of permanent competitive service in an appropriate title;

View a complete listing of [70.1 transferable titles](#); **OR**

Administrative Assistant Trainee 2 (NS=SG-10):

Eligible for a lateral transfer or eligible for a 70.1 transfer by having one year of permanent competitive service in an appropriate title;

View a complete listing of [70.1 transferable titles](#); **OR**

Reachable on the appropriate eligible list in Albany.

Duties of Position:

Duties include but are not limited to:

- Answer incoming calls, make appropriate referrals, take messages, and communicate precisely and promptly with staff and the public.
- Assist staff with scheduling and preparing for appointments and meetings.
- Maintain library and staff books by updating as needed and work with vendors to ensure timely payments.
- Perform functions related to supply handling and ordering.
- Prepare letters, memoranda, records, and other documents as needed, ensuring adherence to established standards and procedures.
- Report office maintenance issues to the Bureau of Management Services, follow through to resolution.
- Perform functions such as scanning, file maintenance and other administrative tasks as necessary.
- Assist the Labor bureau with inputting and tracking relevant information regarding internal and external discrimination complaints.
- Assist the Labor bureau with tracking deadlines and correspondence between DLA and various program areas related to Inspector General referrals.
- Assist the Labor bureau with correspondence and administrative tasks related to various work with the Bureau of Human Resources, including reasonable accommodations, fair chance hiring reports, disciplinary matters, etc.
- Assist the Labor bureau with ethics related administrative tasks, including updating the appropriate databases based on requirements set forth by the Commission on Ethics and Lobbying in Government; tracking correspondence for travel inquiries requiring ethics approval; and monitoring the ethics mailbox and assigning or forwarding questions as appropriate.

Conditions of Employment:

You must be a current New York State employee to apply for this position. A full-time permanent appointment will be made. If certified by Civil Service, mandatory reemployment list candidates must be considered first for appointment to this title. Work hours for this position are 9:00 a.m. to 5:00 p.m.

Remarks:

- **Candidates should reference posting 23-102 when submitting your application.**
- **If submitting electronically, please reference posting 23-102 as part of your subject line.**
- **If you are interested in applying to this position, please visit [how to apply](#) for applicant instructions.**
- **Veterans may be entitled to additional compensation if this position is filled via a traineeship. Applicants should identify themselves as a Veteran if this applies to you.**