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

Announcement Posted:
12/08/22

Responses must be hand delivered or postmarked by:
12/18/22

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.

Promotional/Provisional Qualifications for Administrative Assistant 1 (NS=SG-8): one year of permanent
competitive service in a clerical title allocated to Grade 6 and above.*

**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 Labor bureau with inputting and tracking relevant information regarding internal and external discrimination complaints.
- Assist Labor bureau with tracking deadlines and correspondence between DLA and various program areas related to Inspector General referrals.
- Assist 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 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 or provisional 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.

*In order to be considered for a provisional appointment to the Administrative Assistant Trainee 1, you must have taken the Administrative Assistant Trainee 1 examination on November 5, 2022. If appointed, you must be immediately eligible for appointment from the eligible list in order to maintain continued employment in this position.

Please be advised that all hires or transfers into this position must submit to mandatory fingerprinting and an associated background investigation, including state and national criminal history record checks, as well as a check with local law enforcement agencies where the applicant has lived, worked, and/or attended school within the last 5 years for any identified arrests, to ensure suitability for employment and/or continued employment. Candidates will not be required to pay the fees associated with mandatory fingerprinting. Depending on the nature of the job, the criminal convictions discovered, or any falsified or omitted information
revealed, the investigative findings may bar appointment or result in removal after appointment. Please note that the selected candidate, should they continue to have access to Federal Tax Information (FTI), must submit to a mandatory reinvestigation every five (5) years.

Remarks:

• Candidates should reference posting 22-295 when submitting your application.
• If submitting electronically, please reference posting 22-295 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.