

Administrative Assistant 2

Announcement Posted:

6/16/2025

Responses must be hand delivered or postmarked by:

6/26/2025

Salary Range:

\$59,787 to \$72,429

Location:

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

Grade:

15

of Positions:

1

Candidates Must Meet the Following Qualifications:

Eligible for a lateral transfer or eligible for transfer under Section 70.1 of the Civil Service Law by having one year of permanent competitive service in an appropriate title. Information regarding transfer eligibility is available on the Civil Service Career Mobility Office website at <https://careermobilityoffice.cs.ny.gov/cmo/gotit/>.

OR

Reachable on the appropriate eligible list in Albany.

Duties of Position:

Duties of the position include, but are not limited to, the following:

- Assign and track requests for review and approval of items to staff. Maintain record of approvals and ensure that deadlines are met;
- Coordinate appointments/meetings for General Counsel and staff within OTDA, the Governor's Office, and the Attorney General;
- Provide secretarial support to the General Counsel and office staff including preparing

letters, memoranda, records and other documents as needed, ensuring adherence to established standards and procedures and performing functions such as scanning, file maintenance, and other administrative tasks;

- Answer incoming calls, make appropriate referrals, take messages and communicate precisely and promptly with staff and the public;
- Maintain library and staff books by updating as needed;
- Perform functions related to supply handling and ordering;
- Report office maintenance issues to the Bureau of Management Services, follow through to resolution;
- Make entries to the Project Sunlight database as required;
- Assist General Counsel and office staff with travel plans, vouchers, and other required forms; and
- Provide back-up assistance for Administrative Assistant.

Conditions of Employment:

A full-time permanent or contingent permanent appointment will be made. This position's work hours are 9:00 am to 5:00 pm. If certified by Civil Service, mandatory reemployment list candidates must be considered first for appointment to this title. Candidates must be legally authorized to work in the United States.

Your resume must indicate how you meet the minimum qualifications for this position. Non-specific submissions may be disqualified from further consideration if the information you provide does not meet the minimum qualifications.

Telecommuting up to 50% may be available in accordance with The Office of Temporary and Disability Assistance policy and can be discussed during the interview.

Remarks:

- **Candidates should reference posting 25-109 when submitting your application.**
- **If submitting electronically, please reference posting 25-109 as part of your subject line.**
- **If you are interested in applying to this position, please visit [how to apply](#) for applicant instructions.**

NYS OTDA seeks to promote a diverse workforce that is a representation of the various cultures, voices, backgrounds, ideas, and talents of the citizens and communities that we serve. We actively solicit and encourage applications from Black, Indigenous, and People of Color ("BIPOC"); LGBTQIA+ individuals; women; people with disabilities; and military veterans.