

Administrative Assistant 2

Announcement Posted:

11/07/23

Responses must be hand delivered or postmarked by:

12/01/23

Salary Range:

\$56,375 to \$70,407

Location:

Division of Administrative Services
Bureau of Human Resources
40 North Pearl Street
Albany, NY 12243

Grade:

615

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

Promotional/Provisional Qualifications: One year of permanent competitive service as a Administrative Assistant 1, Administrative Assistant 1 (Spanish Language), Examination Composition Assistant, Office Assistant 2 (Keyboarding), Office Assistant 2 Keyboarding (Spanish Language), or Law Department Document Specialist.

Non-Competitive Promotion:

In accordance with Section 52.7 of the Civil Service Law, this notice advises all employees of the New York State Office of Temporary and Disability Assistance of our option to conduct a non-competitive promotional examination for the position of Administrative Assistant 2 at the New York State of Temporary and Disability Assistance. If three or fewer interested and qualified promotional candidates respond to this notice, the agency may, at its discretion, nominate a qualified employee for non-competitive promotion.

To qualify, you must have one year of permanent competitive service as an Administrative Assistant 1 or Administrative Assistant 1 (Spanish Language).

OR

Reachable on the appropriate eligible list in Albany.

If contacted for an interview and transferring from a non-keyboarding title you are required to provide proof of passing a keyboarding test at the rate of 30 words per minute corrected with at least 96% accuracy. For the keyboarding test to be valid, it must be within 5 years from the date you passed the test.

Duties of Position:

Working in the Bureau of Human Resources (BHR) in the Division of Administrative Services, duties include but are not limited to:

- Provide administrative support to two Associate Director Human Resources 2s and multiple Human Resources Specialists within BHR.
- Coordinate all back-end functions associated with the delivery of OTDA's onboarding/ orientation program for new hires to the agency, which includes scheduling orientation, contacting speakers and Administrative Coordinators; setting up Webex meetings; and monitoring, tracking and distributing onboarding paperwork.
- Manage the entire administrative process for Outside Activities, which includes receipt and review of incoming documents, log and maintain a spreadsheet of employees with approvals, compose memoranda to counsel's office and OTDA employees, and contact employees if more information is required.
- Coordinate appropriate notification of pending employee retirements, including communication with OSC and creation of memoranda with employee information and years of state service.
- Manage the pre-retirement webinar process, including coordination of enrollments with OER, create announcements, and monitor the pre-retirement mailbox.
- Maintain and update OTDA's orientation document.
- Assist with the Ethics administrative process, including compiling reports, reviewing memoranda, logging filer status, and composing letters to ethics filers and policy makers.
- Provide verbal or written verifications of employment and process Public Student Loan Forgiveness Program forms for employees.
- Manage multiple HR shared mailboxes and distribute communications if necessary.
- Review work done by BHR staff to check for correct spelling and proper grammar, ensuring that office format policies are followed, and providing recommendations for revisions.
- Greet visitors and field incoming telephone calls to BHR.
- Update and maintain organizational charts for the Bureau of Human Resources and OTDA Intranet/Internet.

Conditions of Employment:

You must be a current New York State employee to apply for this position. A full-time, contingent 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. This position's work hours are 9 am to 5 pm.

If a provisional appointment is made, the appointee will be required to take the next holding of the Administrative Assistant 2 examination and be immediately eligible for appointment from the eligible list in order to maintain continued employment in this position.

Remarks:

- Candidates should reference posting 23-254 when submitting your application.
- If submitting electronically, please reference posting 23-254 as part of your subject line.
- If you are interested in applying to this position, please visit [how to apply](#) for applicant instructions.