

Administrative Assistant 2

Announcement Posted:

12/18/2025

Responses must be hand delivered or postmarked by:

12/28/2025

Salary Range:

\$59,787 to \$72,429

Location:

Commissioner's Office
40 North Pearl Street
Albany, NY 12243

Grade:

15

of Positions:

1

Candidates Must Meet the Following Qualifications:

Non-competitive Minimum Qualifications:

High school diploma or high school equivalency diploma; and three years of experience in administrative support**, which includes use of office software (e.g., email, word processing), provision of customer service, business writing, and management of an office.

Substitution:

** Certification (e.g., IAAP Certified Administrative Professional), diploma, or associate's degree in office administration, secretarial science, administrative assistance, paralegal, business technology, or office technology substitutes for two years of experience.

Duties of Position:

Duties include but are not limited to the following:

- Provide administrative support to the Deputy Commissioner, External Affairs. Independently complete assigned special projects within designated time frames.
- Assist the Legislative Affairs Office with the monitoring of Legislative Bills, the response to elected official inquiries regarding constituent concerns and respond to member offices requests for special events.

- Assist the Public Information Office with monitoring shared e-mail inboxes, distributing or responding to correspondence as needed, and supporting agency publication management. Organize outreach events including, but not limited to arranging for booth space, work with purchasing/budget on related expenses, providing booth materials and scheduling and coordination of volunteers.
- Coordinate attendance at meeting and events by members of the Executive Staff, including making travel arrangements, completing associated documentation, and filling requests for travel reimbursement on behalf of others, as needed.
- Order supplies and place purchase orders, as needed.
- Answer telephones and direct calls to appropriate parties and provided back-up administrative assistance to the Commissioner's Office Staff as needed.
- Serving as a general back-up for the Commissioner's Office as needed.

Conditions of Employment:

A full-time, non-competitive appointment will be made. Hours for this position are 9:00am to 5:00pm. A background check of the selected candidate will be required. 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.

Remarks:

- **Candidates should reference posting 25-206 when submitting your application.**
- **If submitting electronically, please reference posting 25-206 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. In alignment with New York State's Executive Orders 187 and 31, OTDA is committed to advancing diversity, equity, inclusion, and accessibility by fostering an inclusive workplace.