

**Administrative Specialist 1 (NY HELPS); OR  
Administrative Specialist Trainee 1; OR  
Administrative Specialist Trainee 2**

**Announcement Posted:**

7/9/2025

**Responses must be hand delivered or postmarked by:**

7/19/2025

**Salary:**

\$66,951 to \$85,138 (Administrative Specialist 1)

\$53,764 (Administrative Specialist Trainee 1)

\$59,994 (Administrative Specialist Trainee 2)

**Location:**

Office of Administrative Hearings

40 North Pearl Street

Albany, NY 12243

**Grade:**

18

**# of Positions:**

1

**Candidates Must Meet the Following Qualifications:**

NY HELPS: This title is part of the New York Hiring for Emergency Limited Placement Statewide program (NY HELPS). For the duration of the NY HELPS Program, candidates may be hired via a non-competitive appointment if they meet the below NY HELPS minimum qualifications.

At a future date (within one year of permanent appointment), it is expected employees hired under NY HELPS will have their non-competitive employment status converted to competitive status, without having to compete in an examination. Employees will then be afforded all of the same rights and privileges of competitive class employees of New York State. While serving permanently in a NY HELPS title, employees may take part in any promotion examination for which they are qualified.

**NON-COMPETITIVE QUALIFICATIONS:**

For Trainee 1, you must have a bachelor's or higher.

For Trainee 2, you must have a bachelor's and one year of experience.

Substitution: A Juris Doctor, master's or higher degree in a related field can substitute for one year of specialized experience.

For the Full Performance Level, you must have a bachelor's and two years of professional experience.

Substitution: A Juris Doctor, master's or higher degree in a related field can substitute for one year of specialized experience.

**OR**

55 B/C: This position is eligible for 55b/c appointment, and candidates with 55b/c eligibility are encouraged to apply. To be eligible for a 55b/c appointment, candidate must be currently enrolled in the Civil Service 55b/c program and must meet the minimum qualifications listed above. Information about the 55b/c program can be found here: [55b/c Recruitment Resources Center \(ny.gov\)](https://www.ny.gov/55b/c-recruitment-resources-center)

#### COMPETITIVE QUALIFICATIONS:

Eligible for a lateral transfer or eligible for transfer under Section 70.1 or 52.6 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:**

Under the direction of the Administrative Specialist 2, the incumbent will perform a wide variety of administrative and program activities, providing professional administrative and staff support to the Office of Administrative Hearings (OAH) offices statewide.

Duties will include, but not be limited to the following:

- Manage contracting, approve purchase requests and purchase orders.
- Manage office needs and equipment, including maintenance and inventory assets.
- Manage telecommunications programs by arranging for installation, maintenance, and modification of telephone and telecommunications systems.
- Overseeing building and space activities, office relocations; coordinate with OGS, staff members, and OTDA's Bureau of Administrative Services.
- Initiate and prepare requests to fill vacancies.
- Arrange and assist in all recruitment efforts, oversee and manage hiring process for the division.
- Coordinate on-boarding and off-boarding activities for staff members across six geographically diverse offices, order ITS equipment, telephones, workstations, computer accounts, and state identification.

- Respond to questions from staff about personnel laws, policies, and practices.
- Assist in classification requests as identified by management, prepare requests and supporting documentation required for classification and reallocation considerations.
- Oversee OAH's probation evaluation and performance plan processes to ensure they are executed in a consistent and timely manner.
- Speak with the public and draft Governor's Office correspondence responses for review, administer communications by preparing and keeping track of correspondence and answering questions from staff, appellants and representatives.
- Manage the updating of forms and ensure OAH's website has most current information and guidance.
- Coordinate document translation with internal and external partners to ensure vital documents are translated and available on the OAH section of the OTDA website.

### **Conditions of Employment:**

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

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 #25-120 when submitting your application.**
- **If submitting electronically, please reference posting #25-120 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.