Office Assistant 2

Announcement Posted:
06/06/2022

Responses must be hand delivered or postmarked by:
06/16/2022

Salary Range:
$37,507 to $46,103

Location:
Bureau of Management Services
40 North Pearl Street
Albany, NY 12207

Grade:
9

# of Positions:
1

Candidates Must Meet the Following Qualifications:
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.

Duties of Position:
Duties include, but are not limited to:
• Receive and process all requests for forms and publications for OTDA sent through the online ordering system, forms ordering mailbox, fax and us postal service.
• Prepare written communications regarding requests that are not OTDA forms and publications or any issues that may arise with an order.
• Send electronic copies of web only/camera ready forms and/or publications to end customers.
• Prepare stock replenishment orders through OGS Central Printing, NYS Tax and Finance Print Shop for the printing of forms, publications and envelopes as required.
• Maintain spreadsheet of vendor printing logs.
• Track and ensure print requests are received and processed in a timely and professional manner.
• Review, approve and code invoices received from OGS, Tax and outside print vendors for the printing of forms, publications and envelopes.
• Receive print requests from program areas for various items (signs, name plates, packets, etc.)
• Act as printing liaison for NYS Tax and Finance.
• Responsible for the filing and forwarding of Daily DAI Count Reports to predetermined recipients.
• Logging information received from daily reports using excel.
• Assign and track forms and publications numbers.
• Maintain electronic and hard copy files of forms, publications and envelopes.
• Post Forms and publications to the internet and intranet.
• Run reports as requested
• Filing, faxing, scanning (general office/clerical duties)
• Act as back-up to Program Aide.

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

Remarks:
• Candidates should reference posting 22-158 when submitting your application.
• If submitting electronically, please reference posting 22-158 as part of your subject line.
• If you are interested in applying to this position, please visit how to apply for applicant instructions.