

Office Assistant 3 (Calculations)

Announcement Posted:

12/11/24

Responses must be hand delivered or postmarked by:

12/21/24

Salary Range:

\$54,860 to \$66,634

Location:

Division of Budget, Finance and Data Management
Bureau of Contract Management
40 North Pearl Street
Albany, NY 12243

Grade:

14

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/cmogotit/>.

OR

Provisional Qualifications: Current employee of New York State and have had one year of permanent competitive or 55- b/55-c service in a clerical, keyboarding, or paraprofessional title allocated to Grade 7 or higher. Qualifying titles are available at: <https://www.cs.ny.gov/examannouncements/announcements/37837titles.cfm>. Only the titles listed are qualifying.

*Only paraprofessional titles in an office environment will be considered qualifying. Service in a direct care title is not qualifying experience. Examples of non-qualifying titles are: Developmental Disabilities Secure Care Treatment Aide 1, Direct Support Assistant, Food Service Worker 1, Licensed Practical Nurse, Mental Health Therapy Aide, Security Services Assistant, Youth Division Aide 2, and Youth Division Aide 3.

OR

Reachable on the appropriate eligible list in Albany.

Duties of Position:

Reporting to a Contract Management Specialist 2, G-23, in the Accounts Payable Unit of the Bureau of Contract Management, duties will include but not be limited to:

- Assist in the management of the Statewide Financial System (SFS) eSettlements module, to include sending invoices to program managers, Contract Management unit, and Budget & Finance using MS Outlook;
- Communicate with the BSC through the SFS eSettlements module, e-mails, and telephone calls;
- Update and Review BSC's Accounts Payable Inventory Spreadsheets;
- Update Contract lines and Purchase Orders in the SFS;
- Use the SFS to review Purchase Orders, Invoices, and Vouchers;
- Enter journal vouchers in the SFS for Training, update TAMA tracker and CATS2;
- Use SFS/BSC data to create Excel reports, as necessary;
- Communicate with SFS & BSC staff when issues arise; and
- Test new functionality, when necessary.

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. Candidates must be legally authorized to work in the United States.

If a provisional appointment is made, the appointee must have taken the last holding of the Office Assistant 3 (Calculations) examination held on October 26 or 27, 2024, and be immediately eligible for appointment from the resulting eligible list in order to maintain continued employment in this position.

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 24-291 when submitting your application.**
- **If submitting electronically, please reference posting 24-291 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.