

**Administrative Assistant 1 (SG-11)**  
**Administrative Assistant Trainee 1 (NS=SG-8); OR**  
**Administrative Assistant Trainee 2 (NS=SG-10)**

**Announcement Posted:**

11/23/2021

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

12/03/2021

**Salary Range:**

\$41,953 to \$51,410 (Administrative Assistant 1); **OR**  
\$35,528 (Administrative Assistant Trainee 1); **OR**  
\$39,653 (Administrative Assistant Trainee 2)

**Location:**

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

**Grade:**

11/NS

**# of Positions:**

1

**Candidates Must Meet the Following Qualifications:**

**Administrative Assistant 1 (SG-11):**

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**

**Administrative Assistant Trainee 1 (NS=SG-8):**

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**

**Administrative Assistant Trainee 2 (NS=SG-10):**

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:**

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 an Associate Director Human Resources 2 and Human Resources Specialists within BHR;
- Review outgoing correspondence for proper grammatical usage, clarity, factual correctness, compliance with policy, program information and conformance to instructions;
- Greet visitors and field incoming telephone calls to BHR;
- Assist the Recruitment Unit with various aspects of OTDA's job postings;
- Assist with correspondence related to OTDA's orientation program;
- Compile biweekly and tickler reports and send out report reminders;
- Compile pre-retirement notification memoranda;
- Handle Personal History File (PHF) requests;
- Administer typing proficiency tests as needed;
- Mail various items including letters and reports; prepare packages and arrange for them to be shipped.

## **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. Hours of this position are 9 am to 5 pm.

## **Remarks:**

- **Candidates should reference posting 21-174 when submitting your application.**
- **If submitting electronically, please reference posting 21-174 as part of your subject line.**
- **If you are interested in applying to this position, please visit [how to apply](#) for applicant instructions.**
- **Veteran's may be entitled to additional compensation if this position is filled via a traineeship. Applicants should identify themselves as a Veteran if this applies to you.**