

NEW YORK STATE DIVISION OF HUMAN RIGHTS

TRANSFER OPPORTUNITY

**DATE POSTED: DECEMBER 23, 2021**      **POSTING END DATE: Position Filled**  
**TITLE:**      **AGENCY PROGRAM AIDE**  
**GRADE/NEGOTIATING UNIT**      **13 / CSEA**  
**JURISDICTIONAL CLASS**      **COMPETITIVE**  
**ANNUAL SALARY**      **\$46,983 - \$57,231 (Plus \$3,026 (Location Pay))**  
**LOCATION:**      **Bronx, New York**

**ESSENTIAL DUTIES AND FUNCTIONS**

- Prepares and reviews legal documents
- Prepares and serves Recommended Orders within 2 days of receipt from ALJ and approval by the CALJ
- Inspects all Recommended Orders to make sure ALJ includes settlement memo indicating compliance had been achieved
- Assists ALJ's with public hearing adjournments, telephone conferences and settlement compliance
- Secures adjourn dates and sets up telephone conference between ALJ and the parties
- Organizes, maintains and follows up files
- Prepares files to be transferred to the Order Preparation Unit (OPU) by creating labels, sorting and organizing folders in the redwell
- Follows up with ALJs outstanding files for submission to OPU
- Handles calls to the Hearing Unit
- Answers inquiries and screens calls to the Hearing Unit; provides information regarding policies and procedures and refers callers to the appropriate unit when necessary
- Sends meeting invitations; secures and reserves venue and ensures that logistics are in place
- Handles all general administrative duties
- Assists CALJ with the day-to-day operations of the Hearing & Calendar Units
- Scans files, confidential evaluations, leave requests and put them in respective staff member's file folder
- Other title-appropriate duties may be assigned

**MINIMUM QUALIFICATIONS**

- Individuals must be employed by New York State to be eligible to apply for this position.
- Candidates must have permanent status as an Agency Program Aide, Grade 13, and be eligible for lateral transfer; OR be eligible for transfer under Section 70.1 of the Civil Service Law. Section 70.1 allows a permanent, competitive class employee, who has at least one year of permanent service in a qualifying title, such as Administrative Aide, Accountant Aide, or Secretary 1, to transfer to an Agency Program Aide via Section 70.1.
- This position is "contingent permanent."

Resumes should be sent to:      Janaire Malloy, Director of Human Resources Management  
One Fordham Plaza, 4<sup>th</sup> Floor  
Bronx, NY 10458  
Fax: (718) 741-3214  
E-mail: [resume@dhr.ny.gov](mailto:resume@dhr.ny.gov)

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