

NEW YORK STATE DIVISION OF HUMAN RIGHTS

JOB OPPORTUNITY

DATE POSTED: MAY 2, 2022 **POSTING END DATE: UNTIL FILLED**
TITLE: ADMINISTRATIVE ASSISTANT
GRADE/NEGOTIATING UNIT NS / M/C
JURISDICTIONAL CLASS EXEMPT
ANNUAL SALARY \$52,608 - \$65,702 (PLUS \$3,026 LOCATION PAY)
LOCATION: BRONX, NY

DUTIES DESCRIPTION

- Provides administrative support to the First Deputy Commissioner. Transmits instructions from The First Deputy Commissioner to appropriate staff members orally, in writing, or electronically and follows up to see that instructions are followed, and deadlines are met.
- First point of contact for First Deputy Commissioner
- Coordinates and arranges meetings and events; maintains calendars.
- Creates and maintains different reports; research and verify information as requested.
- Constructs and maintains files for the smooth functioning of the department and purge files as appropriate.
- Serves Commissioner's Orders and required postings on CMS.
- Makes travel arrangements, submits travel expense reports.
- Performs other administrative duties as assigned.

MINIMUM QUALIFICATIONS

- Bachelor's Degree preferred
- Experience working in a busy and fast-paced office, preferably for a high-level executive or as a legal assistant
- Ability to work efficiently and under deadlines in a fast-paced environment
- Ability to communicate clearly, both orally and in writing
- Strong organizational skill
- Supervisory experience preferred

Resumes should be sent to: Janaire Malloy, Director of Human Resources Management
One Fordham Plaza, 4th Floor
Bronx, NY 10458
E-mail: resume@dhr.ny.gov

NEW YORK STATE DIVISION OF HUMAN RIGHTS
An Equal Opportunity/Affirmative Action Employer.

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via e-mail at Info@goer.ny.gov.