

NEW YORK STATE DIVISION OF HUMAN RIGHTS

TRANSFER OPPORTUNITY

(OPEN ONLY TO CURRENT NYS EMPLOYEES)

DATE POSTED: JUNE 7, 2022	POSTING END DATE: JULY 8, 2022
TITLE:	PROGRAM AIDE
GRADE/NEGOTIATING UNIT	13 /CSEA
JURISDICTIONAL CLASS	COMPETITIVE
ANNUAL SALARY	\$46,983 - \$57,231 (PLUS \$3,026 LOCATION PAY)
LOCATION:	BRONX, NY

DUTIES DESCRIPTION

The Program Aide will be responsible for processing a variety of assigned tasks including, but not limited to:

- Prepares and reviews legal documents
- Prepares and serves Recommended Orders within 2 days of receipt from Administrative Law Judges and approval by the Chief Administrative Law Judge
- Inspects all Recommended Orders to make sure Administrative Law Judge includes settlement memo indicating compliance had been achieved
- Assists Administrative Law Judges with public hearing adjournments, telephone conferences and settlement compliance
- Secures adjourn dates and sets up telephone conference between Administrative Law Judges 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 Administrative Law Judges' 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 Chief Administrative Law Judge 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 Accountant Aide or Administrative Assistant 1, to transfer to a 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, 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 Office of Employee Relations at (518) 474-6988 or via e-mail at Info@oer.ny.gov.