NEW YORK STATE DIVISION OF HUMAN RIGHTS

JOB OPPORTUNITY

DATE POSTED: AUGUST 30, 2022	**POSTING END DATE: UNTIL FILLED**
TITLE:	**EXECUTIVE ASSISTANT**
GRADE/NEGOTIATING UNIT	**NS / M/C**
JURISDICTIONAL CLASS	**EXEMPT**
ANNUAL SALARY	**$61,423 - $76,218 (PLUS $3,026 LOCATION PAY)**
LOCATION:	**BRONX, NY**

DUTIES DESCRIPTION

- Maintains the Commissioner's schedule and makes all arrangements related to that schedule, including travel and meeting arrangements.
- Serves as the manager of the Executive Office, ensuring, among other things, the time and attendance of staff located in that Office, the proper administration and support coverage of the Office, the proper functioning of Office equipment, and the adequate stock of supplies.
- Develop policies and procedures to govern the work records of the Commissioner's Office.
- Maintain the records and files of the Commissioner's Office in a way that ensures security, completeness, and easy accessibility by the Commissioner.
- Drafts correspondence as requested or as needed by the Commissioner.
- Submits all forms and paperwork required by the Commissioner or the office in accordance with Division requirements.
- Distributes correspondence as appropriate and ensures timely follow-up/response by staff to whom the correspondence has been distributed. Maintains log and files regarding the same.
- Prepares and submits orders for the Commissioner's signature, and forwards orders to the appropriate parties.
- Completes miscellaneous projects, assignments, and/or tasks relating to programmatic and/or operations functions.

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.

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