

**NEW YORK STATE DIVISION OF HUMAN RIGHTS**

**JOB OPPORTUNITY**

**DATE POSTED: JANUARY 11, 2023**

**POSTING END DATE: UNTIL FILLED**

**TITLE:**

**OFFICE ASSISTANT 1 (KEYBOARDING)  
(SPANISH LANGUAGE)**

**GRADE/NEGOTIATING UNIT**

**06 /CSEA**

**JURISDICTIONAL CLASS**

**COMPETITIVE**

**ANNUAL SALARY**

**\$36,157 - \$41,018**

**LOCATION:**

**BROOKLYN, NY**

**DUTIES DESCRIPTION**

Provide administrative assistance for a variety of assigned tasks. This may include the organization and maintenance of records; screening inquiries from the public, either in person or by telephone; scheduling intake appointments and maintaining the intake log; inputting non-investigatory event codes into CMS; inputting complaints taken off-site or deferred to the Division into CMS; assisting in scheduling conferences; file preparation for opening and closing complaints.

Initial screening of calls and visitors, providing routine information, routing visitors or making referrals as appropriate, and taking messages. May include screening potential complainants, interested parties, or other callers to obtain information; providing routine information on the filing of complaints, the status of investigations, and the assignment of cases; and making referrals to other staff or agencies for further assistance.

Sorting and distributing mail; amending respondents and complainants' names; inputting and maintaining form letters in Microsoft Word; drafting correspondence or preparing form letters in response to inquiries; composing and mailing reminder letters to parties. Completes all mailings relative to case processing, routes necessary information and correspondence to appropriate parties.

Responsible for general clerical duties which include general typing or data entry tasks; generating routine or special reports; establishing and maintaining office files, preparing and assembling case files; photocopying and distributing documents; scheduling meetings and handling arrangements; ordering supplies and arranging for office equipment repairs; making travel arrangements and preparing related vouchers, and other clerical tasks or special projects as required.

**MINIMUM QUALIFICATIONS**

Transfer - An employee within one year of permanent, competitive service in a qualified title allocated to a Grade 6 or higher may transfer pursuant to Section 70.1 of the Civil Service Law. A list of titles approved for transfer can be found at <https://careermobilityoffice.cs.ny.gov/cmo/gotit/>

Provisional Appointment - You must take the next scheduled Office Assistant 1 (Keyboarding) (Spanish Language) exam and pass with a reachable score.

Note: Keyboarding proficiency is a minimum requirement of this position. Candidates who have not previously held a keyboarding title must pass a five-minute keyboarding session with a score of 30 words per minute with a minimum of 96% accuracy.

The selected candidate will be tested for proficiency in Spanish and must pass at Level 2 proficiency to be considered for appointment.

**Resumes should be sent to:**

Janaire Malloy, Director of Human Resources Management  
One Fordham Plaza, 4<sup>th</sup> Floor  
Bronx, NY 10458  
E-mail: [resume@dhr.ny.gov](mailto: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](mailto:Info@oer.ny.gov).*