

NEW YORK STATE DIVISION OF HUMAN RIGHTS

TRANSFER OPPORTUNITY

(OPEN ONLY TO CURRENT NYS EMPLOYEES)

DATE POSTED: FEBRUARY 1, 2023	POSTING END DATE: UNTIL FILLED
TITLE:	ADMINISTRATIVE ASSISTANT 1 /TRAINEE 1 / 2
GRADE/NEGOTIATING UNIT	11 /CSEA
JURISDICTIONAL CLASS	COMPETITIVE
ANNUAL SALARY	\$36,964 - \$53,490 (PLUS \$3,026 IN 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

- Individuals must be employed by New York State to be eligible to apply for this position.
- Candidates must have permanent status as an Administrative Assistant 1, Grade 11, 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 Office Assistant 2, Office Assistant 2 (Keyboarding), Business Document Specialist 1, or Motor Vehicle Representative, to transfer to an Administrative Assistant 1 via Section 70.1.
- A two-year traineeship (Administrative Assistant Trainee 1 & 2 NS= Grade 8 and 10 and leading to Administrative Assistant 1, Grade 11) is available.

Trainees will be required to take four mandatory courses the first year of the traineeship and four elective courses in the second year of the traineeship in four competency areas through the CSEA Partnership, or equivalent offerings through another entity as determined by the agency.

- Candidates who are not transferring from a keyboarding title must possess adequate keyboarding skills (i.e., the ability to type 30 words per minute (with 96% accuracy) corrected) as demonstrated by passing the Keyboarding Performance Test.

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.