

NEW YORK STATE DIVISION OF HUMAN RIGHTS

TRANSFER OPPORTUNITY

(OPEN ONLY TO CURRENT NYS EMPLOYEES)

DATE POSTED: NOVEMBER 2, 2023	POSTING END DATE: UNTIL FILLED
TITLE:	ADMINISTRATIVE ASSISTANT 1
GRADE/NEGOTIATING UNIT	11 /CSEA
JURISDICTIONAL CLASS	COMPETITIVE
ANNUAL SALARY	\$38,073 - \$55,093
LOCATION:	BUFFALO, NY

DUTIES DESCRIPTION

- Open, review, sort, and distribute the mail in accordance with staff assignments.
- Review incoming correspondence and reports to determine their significance.
- Gather data relevant to complex or unusual inquiries in order to provide a basis for a reply or a decision and/or draft the reply.
- Answer the telephone, respond to questions concerning policy or procedures and refer calls to appropriate staff members for very technical information.
- Respond to questions concerning program, policies and procedures. Refer most complex technical questions to appropriate staff.
- Prepare responses to letters concerning program, policies and procedures for supervisor's signature.
- Review outgoing correspondence for proper grammatical usage, clarity, factual correctness, compliance with policy, program information and conformance to instructions. Ensure that appropriate background material is attached.
- Design, set up and maintain files (including electronic) of correspondence/documents, code and file material, search for requested material and periodically purge obsolete material for storage in records center or for disposal.
- Schedule meetings and maintain calendar.
- Arrange conferences; assemble and coordinate background materials for meetings and conferences. Attend such conferences and prepare a summary of the meeting's conclusions or agreed upon courses of action.
- Transmit instructions from supervisor to appropriate staff orally, in writing or electronically and follow up to see that instructions are followed, and deadlines are met.
- Prepare reports using statistical and narrative information.
- Use the Central Case Management System (CMS) to enter data and generate reports.

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.
- 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.