New York State | Office of Temporary and Disability Assistance

Administrative Assistant 1 (NY HELPS)

Administrative Assistant Trainee 1 OR

Administrative Assistant Trainee 2

Announcement Posted:
6/2/2025

Responses must be hand delivered or postmarked by:
6/12/2025

Salary Range:
$46,608 to $58,706 (Administrative Assistant 1); OR
$39,442 (Administrative Assistant Trainee 1); OR
$43,942 (Administrative Assistant Trainee 2)

Location:
Division of Administrative Services/ Bureau of Human Resources
40 North Pearl Street
Albany, NY 12243

Grade:
11/NS

# of Positions:
1

Candidates Must Meet the Following Qualifications:
NY HELPS: This title is part of the New York Hiring for Emergency Limited Placement Statewide program (NY HELPS). For the duration of the NY HELPS Program, candidates may be hired via a non-competitive appointment if they meet the below NY HELPS minimum qualifications.

At a future date (within one year of permanent appointment), it is expected employees hired under NY HELPS will have their non-competitive employment status converted to competitive status, without having to compete in an examination. Employees will then be afforded all of the same rights and privileges of competitive class employees of New York State. While serving permanently in a NY HELPS title, employees may take part in any promotion examination for which they are qualified.

NON-COMPETITIVE QUALIFICATIONS:

For Trainee 1 level, you must have six months of experience in administrative support, which includes use of office software (e.g., email, word processing), provision of customer service, business writing, and/or office administration. The selected candidate must pass a keyboarding test that demonstrates

the ability to enter text at a rate of at least 30 words per minute with at least 96% accuracy.

For Trainee 2 level, you must have one year of experience in administrative support, which includes use of office software (e.g., email, word processing), provision of customer service, business writing, and/or office administration. The selected candidate must pass a keyboarding test that demonstrates the ability to enter text at a rate of at least 30 words per minute with at least 96% accuracy.

For the Full Performance Level, you must have two years of experience in administrative support, which includes use of office software (e.g., email, word processing), provision of customer service, business writing, and/or office administration. The selected candidate must pass a keyboarding test that demonstrates the ability to enter text at a rate of at least 30 words per minute with at least 96% accuracy.

Substitution: Certification (e.g., IAAP Certified Administrative Professional) or associate's degree in office administration, secretarial science, administrative assistance, paralegal, business technology, or office technology substitutes for two years of experience.

NON-COMPETITIVE PROMOTION QUALIFICATIONS:

In accordance with Section 52.7 of the Civil Service Law, this notice advises all employees of the Office of Temporary and Disability Assistance (OTDA) of our option to conduct a non-competitive promotional examination for the position of Administrative Assistant 1 at OTDA.   If three or fewer interested and qualified promotional candidates respond to this notice, the agency may, at its discretion, nominate a qualified employee for non-competitive promotion.

To qualify, the candidate must have one year of permanent competitive or 55-b/55-c service as an office assistant, clerical, or keyboarding title allocated to Grade 6 or higher. Only the titles listed are qualifying. Qualifying titles are at
https://www.cs.ny.gov/examannouncements/announcements/38701titles.cfm

OR

55 B/C: This position is eligible for 55b/c appointment, and candidates with 55b/c eligibility are encouraged to apply. To be eligible for a 55b/c appointment, candidate must be currently enrolled in the Civil Service 55b/c program and must meet the minimum qualifications listed above. Information about the 55b/c program can be found here: 55b/c Recruitment Resources Center (ny.gov).

COMPETITIVE QUALIFICATIONS:

Eligible for a lateral transfer or eligible for transfer under Section 70.1 of the Civil Service Law by having one year of permanent competitive service in an appropriate title. Information regarding transfer eligibility is available on the Civil Service Career Mobility Office website at
https://careermobilityoffice.cs.ny.gov/cmo/gotit/.

OR

Reachable on the appropriate eligible list in Albany.

Please note: Titles which require special qualifications must also meet the following criteria:

You must provide proof of successful completion of the required four mandatory administrative support courses and completion of the four elective administrative support courses listed below.

For Trainee 2: Mandatory Administrative Support Courses: • Microsoft Word Basic • Customer Service • Organized Office Worker • Successful Business Writing Elective

For Full Performance Level: You must have completed the mandatory coursework for Trainee 2 AND have completed the following Elective Administrative Support courses: • Computer Skills and Technology • Interpersonal and Customer Relations • Professional and Self-Management • Verbal and Written Communication.

To access the courses, please click on the following link: https://nyscseapartnership.org/administrative-assistant-traineeship

Duties of Position:
Duties of the position include, but are not limited to, the following:

- Provide administrative support to two Associate Director Human Resources 2s and multiple Human Resources Specialists within the Bureau of Human Resources (BHR);

- Act as backup to BHR's Administrative Assistant 2;

- Coordinate all back-end functions associated with the delivery of OTDA's onboarding/orientation program for new hires to the agency;

- Coordinate appropriate notification of pending employee retirements, including communication with OSC and creation of memoranda with employee information and years of state service;

- Handle the pre-retirement webinar process, including coordination of enrollments with OER, create announcements, and monitor the pre-retirement mailbox;

- Scan documents into electronic Personal History Folder (PHF) file system. Review scanned documents in employees' PHF to ensure scan was clean and properly filed;

- Maintain and update OTDA's orientation document;

- Assist with the Ethics administrative process, including compiling reports and drafting/reviewing memoranda/letters;

- Provide verbal or written verifications of employment and process Public Student Loan Forgiveness Program forms for employees;

- Assist with managing multiple HR shared mailboxes and distribute communications if necessary;

- Assist the Recruitment Unit with OTDA's job postings;

- Maintain stock of office supplies, operate scanner, and enter purchase orders and invoices in the Statewide Financial System (SFS);

- Review work done by BHR staff to check for correct spelling and proper grammar, ensuring that office format policies are followed, and providing recommendations for revisions;

- Greet visitors and field incoming telephone calls to BHR; and

- Update and maintain organizational charts for the Bureau of Human Resources and OTDA Intranet/Internet; and

- Retrieve physical mail from BHR mailbox; Sort, date stamp, and distribute mail.

Conditions of Employment:

A full-time permanent appointment will be made. The hours of this position are 9 am to 5 pm. If certified by Civil Service, mandatory reemployment list candidates must be considered first for appointment to this title. Candidates must be legally authorized to work in the United States.

A typing performance test is required for all eligible list and transfer candidates who have not previously held a keyboarding title. Candidates must provide proof of passing a keyboarding test at a rate of 30 words per minute corrected with at least 96% accuracy. If selected, candidates who have not taken the typing proficiency examination previously will be offered the ability to do so during the recruitment process. The keyboarding test is valid for five years from the date the candidate passes it.

Your resume must indicate how you meet the minimum qualifications for this position. Non-specific submissions may be disqualified from further consideration if the information you provide does not meet the minimum qualifications.

Remarks:

- **Candidates should reference posting 25-107 when submitting your application.**
- **If submitting electronically, please reference posting 25-107 as part of your subject line.**
- **If you are interested in applying to this position, please visit how to apply for applicant instructions.**

NYS OTDA seeks to promote a diverse workforce that is a representation of the various cultures, voices, backgrounds, ideas, and talents of the citizens and communities that we serve. We actively solicit and encourage applications from Black, Indigenous, and People of Color ("BIPOC"); LGBTQIA+ individuals; women; people with disabilities; and military veterans.