

## **Administrative Assistant 1 (NY HELPS)**

## **Administrative Assistant Trainee 1 OR**

## **Administrative Assistant Trainee 2**

### **Announcement Posted:**

6/24/2025

### **Responses must be hand delivered or postmarked by:**

7/4/2025

### **Salary Range:**

\$47,695 to \$58,447 (Administrative Assistant 1); OR  
\$40,391 (Administrative Assistant Trainee 1); OR  
\$45,081 (Administrative Assistant Trainee 2)

### **Location:**

Budget, Finance, and Data Management  
Bureau of Budget Management  
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.

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.

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.

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:**

The Administrative Assistant 1 will report to an Administrative Assistant 2 within the Division of Budget, Finance, and Data Management (DBFDM). Primary responsibilities will include, but are not limited to, the following:

- Assist in providing a range of administrative support including scheduling meetings, maintaining vacation calendars, scanning/copying, updating organizational charts and seating charts, submitting IT helpdesk tickets, answering the main phone line, greeting visitors, distributing incoming mail, monitoring office supplies and equipment, submitting required forms to address building/maintenance/safety issues, maintaining email distribution lists, and managing Sharepoint permissions.
- Assist with recruitment tasks including reaching out to candidates, scheduling interviews, managing canvas lists, drafting and sending correspondence to selected and non-selected candidates, and ensuring that new staff have everything needed.
- Serve as the backup DBFDM Training Coordinator, which involves disseminating training information to staff and addressing any questions, registering staff for trainings in the Statewide Learning Management System (SLMS), resolving any SLMS registration issues, and following up with staff to ensure completion of all mandated trainings.
- Serve as the backup DBFDM Service Requestor, which involves submitting, tracking, and following up on tickets for certain IT requests, managing the IT provisioning process for new staff and the de-provisioning process for staff that are leaving, and attending any scheduled meetings of OTDA Service Requestors.

## **Conditions of Employment:**

A full-time permanent appointment will be made. The hours of this position are 9 am to 5 pm; however, the work hours can be negotiated based on the needs of the selected candidate. 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.

Telecommuting up to 50% may be available in accordance with The Office of Temporary and Disability Assistance policy and can be discussed during the interview.

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 25-114 when submitting your application.**
- **If submitting electronically, please reference posting 25-114 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.