

Administrative Assistant 2

Announcement Posted:

10/3/2025

Responses must be hand delivered or postmarked by:

10/13/2025

Salary Range:

\$59,808 to \$74,695

Location:

Commissioner's Office
40 North Pearl Street
Albany, NY 12243

Grade:

615 (Management/Confidential)

of Positions:

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Candidates Must Meet the Following Qualifications:

Non-Competitive Minimum Qualifications:

High school diploma or high school equivalency diploma; and three years of experience in administrative support**, which includes use of office software (e.g., email, word processing), provision of customer service, business writing, and management of an office.

Substitution:

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

Duties of Position:

Duties include but are not limited to the following:

- Answering telephones and directing calls to the appropriate parties.
- Searching various news outlets through Google and the Governor's daily clips for articles pertaining to OTDA; categorizing, and collating the articles, and distributing the clips to the appropriate distribution list.
- Monitoring shared e-mail inboxes, including the Public Information Office shared e-mail

inbox, and distributing or responding to correspondence, as needed.

- Monitoring Freedom of Information Law (FOIL) and Personal Privacy Protection Law (PPPL) requests, managing FOIL and PPPL files, assigning FOIL and PPPL requests to respondents.
- Scheduling meetings and assisting the Strategic Operations and Public Information Office with calendar management.
- Reminding the Deputy Commissioner for Strategic Operations of approaching deadlines.
- Supporting agency publication management, including inventory tracking and publication ordering on behalf of agency units.
- Supporting the employee-of-the-month submission and vetting process.
- Making travel arrangements, completing associated documentation, and filing requests for travel reimbursement on behalf of others, as needed.
- Placing purchase orders, as needed.
- Supporting agency advertisement placement in various media, as needed.
- Fulfilling administrative tasks, as needed.
- Serving as a back-up for the External/Intergovernmental Affairs Unit.
- Serving as back-up for the Executive Correspondence Control Unit (ECCU). Creating and Closing Assignments.

Conditions of Employment:

A full-time, non-competitive appointment will be made. Hours for this position are 9:00am to 5:00pm. A background check of the selected candidate will be required. 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.

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 25-171 when submitting your application.**
- **If submitting electronically, please reference posting 25-171 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.