

Office Assistant 1 (NY HELPS)

Announcement Posted:

9/3/2025

Responses must be hand delivered or postmarked by:

9/13/2025

Salary Range:

\$36,232 to \$44,828

Location:

Office of Administrative Hearings
40 North Pearl Street
Albany, NY 12243

Grade:

6

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 MINIMUM QUALIFICATIONS:

There are no minimum education or experience requirements.

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 \(ny.gov\)](https://careermobilityoffice.cs.ny.gov/cmo/gotit/).

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.

Duties of Position:

Perform entry-level clerical and office support work, including drafting and sending emails on behalf of the unit as follows:

- Keep records; and
- Track, retrieve and compile information; and
- Provide clerical support to unit staff; and
- Maintain electronic filing system and database; and
- Attend professional development offerings and trainings as recommended or mandated; and
- Perform other duties typically assigned to an Office Assistant 1 as needed such as data entry and other document preparation tasks; and
- Complete, track, and file required forms; and
- Maintain tables and spreadsheets related to staffing and equipment inventory; and
- Assist in Onboarding and Offboarding processes such as but not limited to:
 - Generate staff documentation and emails; and
 - Create and update database records; and
 - Follow up on submission of required forms

Conditions of Employment:

A full-time permanent appointment will be made. 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.

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.

Remarks:

- **Candidates should reference posting 25-149 when submitting your application.**
- **If submitting electronically, please reference posting 25-149 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.