

Office Assistant 2 (NY HELPS)

Announcement Posted:

1/29/2026

Responses must be hand delivered or postmarked by:

2/8/2026

Salary Range:

\$42,641 to \$52,413

Location:

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

Grade:

9

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:

One year of clerical 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 Office Assistant 2 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 be a qualified employee of New York State and 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. Qualifying titles are available at:

<https://www.cs.ny.gov/examannouncements/announcements/38687titles.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 \(ny.gov\)](https://www.cs.ny.gov/examannouncements/announcements/38687titles.cfm).

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:

Duties include, but are not limited to, the following:

- Demonstrate proficiency in Microsoft Word, Excel, Access, and Outlook
- Maintain efficient organizational and technical skills while scheduling and performing work assignments
- Track and maintain accurate records of outstanding unit tasks/projects and organize them for distribution and follow up as needed
- Maintain unit calendar and report out daily tasks
- Provide clerical support to unit staff
- Maintain electronic filing system and database
- Attend professional development offerings and trainings as recommended or mandated
- Perform other duties typically assigned to an Office Assistant 2 as needed such as data entry and other document preparation tasks
- Complete, track, and file required forms
- Maintain tables and spreadsheets related to staffing and equipment inventory ensuring accuracy
- Draft and follow up on email inquiries to OAH staff to gather required information for equipment inventory and ensure completed/signed forms are received and filed
- Assist in Onboarding, Offboarding and Extended Leave 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; and
 - File completed forms accordingly; and
 - Monitor Onboarding, Offboarding and Extended Leave tasks and report outstanding tasks to AOI Management
- Escalate issues to supervisor and management when appropriate
- Work on special projects under AOI Management supervision

Conditions of Employment:

A full time, contingent 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 26-013 when submitting your application.**
- **If submitting electronically, please reference posting 26-013 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. In alignment with New York State's Executive Orders 187 and 31, OTDA is committed to advancing diversity, equity, inclusion, and accessibility by fostering an inclusive workplace.