



Job Opening

APPLICATION DEADLINE DATE: December 15, 2021

<u>JOB TITLE:</u>	Office Assistant 2 G-9, CSEA	<u>LOCATION:</u>	New York City
<u>APPOINTMENT TYPE:</u>	Contingent Permanent	<u>JURISDICTION CLASS:</u>	Competitive
<u>DEPARTMENT:</u>	Division of Minority and Women's Business Development 633 Third Avenue, New York 10017		

BASIC FUNCTION:

Under the general supervision of the Vice President of MWBD, the incumbent will perform more complicated clerical and office support activities that require an in-depth understanding of the program area, its mission, and/or the laws, rules and regulations governing the program. Proper use of office equipment and software packages will be required to perform these tasks.

The incumbent will perform office support activities and tasks that may require coordination with internal or external parties. The incumbent is expected to supervise the work activities of temporary employees and interns.

WORK PERFORMED:

Data Verification and Management:

- Design clerical processing procedures.
- Gather, compile, and prepare data from manual or automated files and other sources for various reports, publications, records, or other external or internal communications.
- Receive, screen, review, and verify forms, applications, claims, and other documents for completeness, content, and accuracy, and make appropriate determinations.
- Establish new files by coding and numbering forms, creating folders, and compiling relevant material using various software packages.
- Enter and/or retrieve data and information into/from computerized systems.
- Verify previously entered data to detect errors, and monitor data flow with external agencies.

Correspondence and Document Preparation:

- Draft responses to correspondence from external stakeholders regarding the program.
- Process payment requests through the Statewide Financial System.
- Prepare correspondence, documents, records, and other written material using software packages to communicate program's governing laws, rules, or regulations.
- Assist with compiling data for reports, graphs, charts, tables, or other products.
- Follow established guidelines to prepare routine reports or assist others in the preparation of reports.
- Respond to questions from internal and external parties concerning the operation of the unit or program area.
- Answer telephone calls, provide answers to standard inquiries, and refer calls and messages to the appropriate staff members.
- Receive, pick up, deliver, open, appropriately record, time stamp, sort, and distribute mail, email, or other forms of correspondence, goods and materials.

EDUCATION & REQUIREMENTS:

Open to NYS employees eligible for transfer under Section 70.1 or 52.6 of the Civil Service Law, and to those reachable on the Office Assistant 2 eligible list or currently in an Office Assistant 2 title.

**SALARY RANGE:** \$37,507 - \$46,103 (plus \$3,026 location pay).

**ADDITIONAL:**

If interested in this position, please forward a cover letter and resume to the e-mail address below by **December 15, 2021**. Be sure to indicate the position title and location you are applying for and specify **how you meet the minimum qualifications** in your cover letter.

**INQUIRE**

NYS Department of Economic Development  
Human Resources Office  
625 Broadway  
Albany, NY 12245  
Fax: (518) 292-5852

E-Mail: [DED-HR@esd.ny.gov](mailto:DED-HR@esd.ny.gov)

**New York State is an Equal Opportunity/Affirmative Action employer**

11/15/2021

Reference No. 01035

*Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at [info@goer.ny.gov](mailto:info@goer.ny.gov).*