

STATE OF NEW YORK  
 DIVISION OF MILITARY AND NAVAL AFFAIRS  
 330 OLD NISKAYUNA ROAD  
 LATHAM, NEW YORK 12110

## VACANCY ANNOUNCEMENT #25-21

**CLOSING DATE: APRIL 2, 2025**

This position is not in the Classified Service of New York State but is covered under New York State Military Law. If selected, current Civil Service employees will lose their seniority within the Classified Service, thereby exempting them from applying for promotional exams within Civil Service.

### POSITIONS TO BE FILLED PENDING AVAILABILITY OF FUNDING.

Title:	Office Assistant 2 (Stores and Supplies)
Locations:	<p>New York State Division of Military and Naval Affairs (DMNA):</p> <p>Air National Guard Base:</p> <ul style="list-style-type: none"> <li>• Niagara Falls – 107<sup>th</sup> – Niagara Falls, NY – (1 vacancy)</li> </ul>
Salary Grade:	SG-9
Salary Range:	<p>Current Start Rate: \$42,641*</p> <p>Job Rate: \$52,413</p> <p>(*All hires begin at “Start Rate” unless prior state experience affords eligibility for hiring step increase as determined by OSC.)</p>
Duties and Responsibilities:	<p>Incumbents in this position spend most of their work time performing activities related to mail receipt, mail distribution, storage, and stores keeping, primarily as described in the Stores and Mail and Inventory sections of the illustrative duties listed in the Office Assistant position description. Positions within this parenthesis require the ability to routinely lift and/or carry heavy items and the ability to routinely reach, bend, stand, and walk for long periods of time.</p> <p>Working under the supervision of senior staff, Office Assistants perform office support and clerical work to meet the requirements of agency programs. Such work may consist of, but is not limited to: performing data entry; math or calculations; mail, supply, and inventory functions; keyboarding and other document preparation tasks; answering telephones; completing forms; assisting customers; creating or assisting in the preparation of reports, charts, graphs, and tables; and performing other related activities.</p> <p>Office Assistants 2 perform all duties of the Office Assistant 1; and may supervise Office Assistants 1 and other subordinate staff such as interns, and/or directly perform the more difficult or complicated clerical processing and office support work for which substantive knowledge of the program area is required. Incumbents typically handle sensitive applications, requests, or inquiries in which</p>

management or executive staff may be contacted or interested. The Office Assistant 2 will be expected to have more advanced computer skills and knowledge.

The position performs responsibilities in accordance with all current and amended, DMNA policies and procedures, federal and state statutes, and where applicable, the contract bargaining agreement and requirements of the National Guard Bureau (NGB), specifically the Master Cooperative Agreement (MCA) and supporting regulations. The position may report to state and/or federal supervisory personnel.

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

- Orders inventory, tools, and supplies in accordance with contractual and State financial purchasing guidelines
- Maintain basic financial, accounting, and/or statistical records via paper and electronic records.
- Receive, pick up, deliver, open, appropriately record, time stamp, sort, and distribute mail, e-mail, or other forms of correspondence or communication, or goods, materials, or stores. May require operation of a motor vehicle.
- Unload, unpack, sort, store, count, and distribute goods received, following established procedures.
- Take periodic physical inventory and maintain perpetual inventory records.
- Maintain files, correspondence, documents, records, materials, and stores pursuant to guidelines.
- Processes returns and warranties.
- Will communicate with outside vendors, agencies or private carriers.
- Advise supervisors upon receipt of damaged goods or incomplete or incorrect shipments process/address according to agency procedures.
- Issue and may deliver goods from stock according to procedure.
- May package goods for shipment.
- Maintain security and keep shelves and stock clean, neat, and in proper order for inventory/storage areas.
- Performs other duties as assigned.

**Additionally, duties may include:**

- Answer questions from and provide information to various parties regarding agency activities, transactions, and procedures. Refer inquiries as necessary.
- Operate various communication systems such as telephones and computers; and keep records of such communications.
- Operate, and perform basic cleaning and maintenance on office machines and equipment. Clear paper jams in copiers, scanners and printers; replace toner cartridges; and clean keyboards and screens.
- Schedule appointments, meetings, and travel using various office tools.
- Perform routine processing activities, including checking forms for completeness and accuracy.
- Type, proofread, review, and correct correspondence, documents, records, and other written material.
- Make appropriate corrections for format, accuracy, and validity.

- Assist in gathering or compiling data for reports, graphs, charts, tables, or other products.
- May create graphs, charts, or other visual aids to display data.
- May also prepare routine reports or assist others in the preparation of reports, following established guidelines.
- Transcribe hand-written materials.
- Maintain, update, and correct records and files.
- Receive, screen, review, and verify documents, forms, applications, claims, and other documents for completeness, content, and accuracy.
- Establish new files in accordance with procedures to include coding and numbering forms, creating folders, and compiling relevant material.
- Enter and retrieve data and information from computerized systems.
- Verify data previously transcribed or entered to detect errors.
- Perform various clerical or office assistance tasks such as scanning documents, and verifying accuracy of data from scanned documents.
- Perform calculations and computations, primarily on computers and calculators, using known and standard formulas and methods.
- Assign work to staff and assure necessary coverage for assignments and office.
- Provide subordinate guidance and instruction concerning task assignments – such as document preparation, processing materials, and maintenance of records.
- Provide subordinates with standard formats for the preparation of documents and reports using available software packages.
- Provide training for the performance of duties, use of work equipment and office and agency procedures.
- Other duties as assigned.

**JOB REQUIREMENTS:**

- Basic knowledge of applicable rules and regulations associated with unit assigned, to include rates of the US Postal Service and other applicable carrier requirements.
- Basic knowledge of the rates and services provided by private carriers.
- Must be familiar with and be able to independently use commonly utilized software programs such as Microsoft Word, Excel, electronic mail (e-mail) and internet searches such as for postal/carrier information or supply products.
- Must be able to sit, stand and/or walk for extended periods of time.
- Must be able to push, pull, lift and carry heavy objects and equipment (minimally 50 lbs) as part of daily activities.
- Must have good verbal and written communication skills; be able to clearly and concisely prepare written documentation related to mail receipts and notification, etc.
- Ability to read and write in English.
- Ability to work independently with minimal supervision as well as with other individuals in a project/team setting.
- Ability to get along with and interact well with different groups of people, including co-workers, management, both Federal and State personnel, and the public.

- Ability to follow directions, ensure follow through and completion of assignments and seek assistance or report concerns when needed.
- Ability to prioritize assignments and be productive in a fast-paced, multi-faceted work environment.
- Ability to work with data and information with attention to detail and minimize errors.
- May be required to work outside in various temperatures and inclement weather for extended periods of time.
- May be required to work comfortably at heights such as climbing ladders, platforms and lifts.
- Demonstrate reliability and trustworthiness.
- Will complete and attend training as required.
- Periodic overtime may be required
- Periodic travel may be required using various modes of transportation.
- Performs other duties as assigned.

**Office Assistant 2:**

- Must be able to supervise and train subordinate personnel.
- Must be able to lead, coach and train other personnel and clients on procedures related to mail/supply unit, stores, clerical operations, or other requirements of unit assigned.
- Must be able to assign work and projects and ensure proper compliance with policies and procedures.
- Must be able to compile, reconcile and prepare complex documentation such as financial and budgetary data worksheets.
- Must be able to work with confidential data in a responsible and professional manner to include payroll and benefits information.

**Minimum Qualifications:**

One year of permanent service as an Office Assistant 1, or other clerical title allocated to a State Grade 6 or higher. Must be proficient in Microsoft Office Word and Excel\*\*.

**OR**

Four (4) years of experience in a clerical, secretarial, office administration or mail/supply position performing tasks such as bookkeeping, accounting, telephone communication, preparation of correspondence, file management, scheduling of meetings, data entry, mail/supply unit coordination, and/or similar duties. Must have some supervisory experience.\*

**AND**

Must be at least 18 years old and have a High School Diploma or GED.

Must have and maintain a valid driver's license to operate a motor vehicle in the State of New York. May be required to utilize vehicles for site visits and other travel. Must report any changes in driver's license status to supervisory chain of command.

Must be familiar with Microsoft Office Word and Excel.\*\*

Required to have or successfully complete within 90 days of receiving computer access, all Statewide Financial System (SFS), Statewide Learning Management System (SLMS) and other computer training as related to position duties.\*\*

In accordance with NGB standards, will be required to obtain and maintain a favorable background investigation, and have an appropriate clearance to allow access to computer networks and restricted areas to determine suitability, loyalty, and trustworthiness. Minimally a National Agency Check with Inquiry (NACI) will be completed – dependent on current regulation, a SECRET clearance may be required.

\* Other combinations of education and work experience, including military, may be considered, however, candidate must demonstrate a combination totaling at least four (4) years of experience, including supervisory experience, computer proficiency and direct relevance to the job duties noted above. [Note: Supervisory experience may be waived for Office Assistant 2 qualification when the requirement is not applicable for the hiring Directorate.]

\*\* Should related regulations, procedures and requirements change, additional training and/or certifications may be required.

At all times, the employee MUST maintain minimum standards in accordance with current agency requirements and directives noted above; failure to do so will subject the individual to disciplinary action, including possible termination.

NOTE: Position standards illustrate the nature, extent and scope of duties and responsibilities of the position described. Standards cannot and do not include all of the work that might be appropriately performed by the incumbent. The minimum qualifications above are those which were required for appointment at the time the Position Standards were written. Please contact State Human Resources Directorate for current information on minimum requirements for appointment. Please contact State Human Resources Directorate for any further information regarding the position requirements.

How to Apply:

To be considered for an interview, please submit your cover letter and resume to one of the following:

**BY E-MAIL (PREFERRED METHOD):**

Send to: [ng.ny.nyarnng.mbx.mnhs-job-posting@army.mil](mailto:ng.ny.nyarnng.mbx.mnhs-job-posting@army.mil)

Subject line to say: Job Title and Location

**BY MAIL:**

New York State Division of Military and Naval Affairs

State Human Resources Management

330 Old Niskayuna Road

Latham, New York 12110-3514

Attn: Classifications

**BY FAX:**

(518) 786-6085

Fax Cover sheet to say: Job Title and Location

In your submission, please be sure to indicate **what position and location you are apply to**. Ensure to **CLEARLY note how you meet the minimum qualifications** for the position. Be sure to include any specific licenses and/or certification in a skilled trade.

**Vagueness and omissions will not be resolved in your favor.**

For questions, please reach out to Sate Human Resources at (518) 786-4830

Subject of Interview:

ALL CURRENT PERMANENT DMNA STATE EMPLOYEES WHO MEET THE MINIMUM QUALIFICATIONS WILL BE INTERVIEWED TO EVALUATE THEIR QUALIFICATIONS, TRAINING, EXPERIENCE, ABILITY TO MEET THE NEEDS OF THE DIVISION AND ABILITY TO PERFORM THE DUTIES AND REQUIREMENTS OF THE POSITION. THE REQUIREMENT TO PROVE QUALIFICATION SHALL REST WITH THE EMPLOYEE.

ALL OTHER CANDIDATES WHO MEET THE MINIMUM QUALIFICATIONS WILL BE CONSIDERED FOR INTERVIEW TO EVALUATE THEIR QUALIFICATIONS, TRAINING AND EXPERIENCE IN RELATION TO THE DUTIES AND REQUIREMENTS OF THE POSITION.

POSTED: MARCH 18, 2025

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New York State is an Equal Opportunity/Affirmative Action Employer.