

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

VACANCY ANNOUNCEMENT #25-44

CLOSING DATE: CONTINUAL UNTIL FILLED

VACANCY ANNOUNCEMENTS CAN BE CLOSED 15 DAYS AFTER THE ORIGINAL POSTING DATE

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
Locations:	New York State Division of Military and Naval Affairs (DMNA): Latham Headquarters: • Directorate of Management and Budget (MNBF) – (1 vacancy)
Salary Grade:	SG-9
Salary Range:	Current Start Rate: *\$42,641 Job Rate: \$52,413 (*All hires begin at "Start Rate" unless prior state experience affords eligibility for hiring step increase as determined by OSC.)
Duties and Responsibilities:	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. This work is accomplished in accordance with applicable procedures, rules, regulations, and law; and in accordance with National Guard Bureau (NGB) requirements specifically requirements of the Master Cooperative Agreement (MCA) between NGB and DMNA, as well as agency and labor contract duties and responsibilities – current and as amended. Office Assistants 1 perform entry-level clerical and office support work, including processing transactions and maintaining records in a variety of organizational settings. Any given assignment may encompass a broad or narrow range of activities. Office Assistant 1 is a non-supervisory position. 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. Office Assistant 2 positions perform complicated clerical and office support activities that require substantive knowledge of the program and/or of the program's governing laws, rules, or regulations. Such laws, rules, or regulations may be subject to frequent change. Incumbents typically handle sensitive applications, requests, or inquiries in which management or executive staff may be contacted or interested. They process requests that do not meet normal parameters and may require additional research and consultation with higher level staff. They also perform activities that may require coordination with internal or external parties such as coordinate meetings and travel activities. The Office Assistant 2 will be expected to have more advanced computer skills and knowledge. The Office Assistant 2 is expected to perform tasks with considerable independence.

Assignments may include but are not limited to combinations of the following:

- 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.
- Constant communication with various individuals to field questions, elicit and convey information, and resolve issues.
- Respond, in various forms (verbal and written), to questions from the general public or others concerning the operation of the unit or program

area and/or to explain and interpret agency rules, regulations, policies, or procedures.

- Resolve complaints and work problems such as settling complaints from difficult clients or concerns/conflicts between subordinate employees.
- Interview clients to obtain detailed information to perform such tasks as completing forms, records, or documents. Determine the appropriate course of action based on that information.
- Based on established guidelines, standards, procedures, laws, rules, and regulations, evaluate documentation and, pursuant to that evaluation, issue permits, licenses, and other official permissions; and/or perform an initial assessment of applicant eligibility for program services or for the validity of claims.
- Explain reasons for agency determinations.
- Contact various persons to obtain information to make proper determinations.
- Contact clients, applicants, and others to set up interviews, hearings, or similar interactions.
- Determine and collect fees.
- As directed, prepare and administer probation reports or annual performance evaluations for subordinate personnel; regularly evaluate the quality, quantity and timeliness of work.
- In accordance with directives, set operational hours and establish work schedules for personnel in the unit, evaluate and approve leave.
- Ensure compliance with all personnel policies and 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.
- Write responses to correspondence or memorandum as directed.
- Review forms and applications and make appropriate determinations.
- Coordinate arrangements for meetings, courses, and other gatherings to include arrange for rooms, take attendance, and insure appropriate materials and equipment are available.
- 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.
- Will perform duties independently as well as in team setting.
- Work on computers utilizing various software and database systems.
- Overtime may be required.
- Demonstrate reliability and trustworthiness.
- Work independently with minimal supervision.
- Complete and attend training as required.
- Other work related 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.
- Attends and completes additional training as required.
- Will require periodic travel.
- May require overtime.
- Other duties as assigned.
- 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

One (1) year of full-time 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.**

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.

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

** Other combinations of education and work experience, including military, may be considered, however, candidate must demonstrate equivalent full-time years of experience with direct relevance to the job duties noted above including supervisory experience when 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 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 <u>what position and location you are applying to</u>. Ensure to <u>CLEARLY note how you meet the minimum qualifications</u> for the position. Be sure to include any specific licenses and/or certification in a skilled trade. <u>Vagueness and omissions will not be resolved in your favor.</u> For questions, please reach out to State Human Resources at (518) 786-4830 This vacancy announcement will be posted until filled. Vacancy announcements can be closed 15 days after the original posting date listed below.
Subject of Interview:	ALL CURRENT DMNA STATE EMPLOYEES WHO MEET THE MINIMUM QUALIFICATIONS ARE ENCOURAGED TO APPLY. INTERVIEWEES WILL BE EVALUATED BASED ON THEIR QUALIFICATIONS, EXPERIENCE, ABILITY TO MEET THE NEEDS OF THE DIVISION AND ABILITY TO PERFORM THE DUTIES AND REQUIREMENTS OF THE POSITION. 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: JULY 22, 2025	

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