

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

## VACANCY ANNOUNCEMENT #26-39

**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 3 (Calculations)
Locations:	New York State Division of Military and Naval Affairs (DMNA): Training Sites: <ul style="list-style-type: none"> <li>• Camp Smith Training Site – (1 vacancy)</li> </ul>
Salary Grade:	SG-14
Salary Range:	Current Start Rate: \$56,506* Job Rate: \$68,630  (*All hires begin at “Start Rate” unless prior state experience affords eligibility for hiring step increase as determined by OSC.)  In addition: the Camp Smith Training Site will receive a Downstate adjustment of \$4,000 annually.
Duties and Responsibilities:	<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. 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.</p> <p>Office Assistants 3 perform all duties of the Office Assistant 1 and 2; and are typically considered as second-level supervisors and will provide supervision to assigned subordinate staff. Office Assistants 3 are typically in charge of a clerical or administrative operation/unit and/or serve as the principal assistant to a higher-level position responsible for a clerical or administrative operation/unit. The</p>

incumbents provide support work requiring substantive knowledge of the program area and is often complex in nature. The supervisory activities performed by incumbents in this position are similar to those described for the Office Assistant 2 but are often performed over a larger or higher-level staff. These positions will be very active and engaged with managers and supervisors of the department/unit assigned as well as throughout the organization. The Office Assistant 3 will be expected to have exceptional computer skills and knowledge. The Office Assistant 3 is expected to perform tasks with considerable independence and ability to make comprehensive, thought-out decisions. May be the overall manager or supervisor of unit.

In addition to the OA1 and OA2 duties, OA3 assignments may include but are not limited to the following:

- Prepare, process, review, and record numerical transactions and records. This activity may include: processing bills and vouchers; reviewing or auditing calculations or statistics; process purchasing requests and purchase orders; or disbursing or receiving items of values such as cash or vouchers, including, for example, such tasks as calculating and collecting fees or processing credit card transactions.
- Maintain basic financial, accounting, and/or statistical records via paper and electronic records.
- Perform calculations and computations, primarily on computers and calculators, using known and standard formulas and methods.
- As needed and directed, contact various internal and external parties to obtain information.
- Utilize required software systems to track, maintain and process records and information.
- Will work closely with the headquarters finance office regarding procedures and policies for purchasing and procurement of good and services in accordance with State requirements.
- Provide advice to and otherwise assist supervisors in planning, organizing, scheduling, and coordinating work operations and work procedures.
- Input, update, maintain and track data/records in various databases and systems.
- Uses databases and systems to collect data, generate reports, and provide information to supervisor.
- May present or participate in report analysis, discussions, meetings and planning.
- May be assigned a State purchasing card.
- Ensure unit staff is adequately trained and provided tools to complete assignments.
- May participate in the hiring process for unit staff and/or participate on hiring boards for other units.
- May prepare or assist in the preparation of the budget for the unit and may maintain an active inventory for the unit.
- As directed, assign work to unit staff; schedule workflow; establish work performance standards; review work performance and production; determine the nature of problems and take corrective action.

- Work closely with human resources staff and provide coaching, mentoring, counseling and provide supporting documentation and information to labor relations when disciplinary action is necessary.
- May function as a supervisor of other unit clerical, administrative or office support staff (federal or state).
- May represent supervisor at meetings or on committees, especially relating to state operations or the MCA.

### **JOB REQUIREMENTS (All)**

- 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.

### **Office Assistant 3**

- 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

	<p>requirements of unit assigned.</p> <ul style="list-style-type: none"> <li>• Must be able to assign work and projects and ensure proper compliance with policies and procedures.</li> <li>• Must be able to compile, reconcile and prepare complex documentation such as financial and budgetary data worksheets.</li> <li>• Must be able to work with confidential data in a responsible and professional manner to include payroll and benefits information.</li> </ul>
<p>Minimum Qualifications:</p>	<p>One (1) year of permanent service as an Office Assistant 2, or other clerical title allocated to a State Grade 9 or higher. Must be proficient in Microsoft Office Word and Excel**.</p> <p style="text-align: center;"><b>OR</b></p> <p>Two (2) years 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. Must have some supervisory experience.**</p> <p style="text-align: center;"><b>AND</b></p> <p>Must be at least 18 years old and have a High School Diploma or GED.</p> <p>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.</p> <p>Must be familiar with Microsoft Office Word and Excel.**</p> <p>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.**</p> <p>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.</p> <p>* May have other requirements for parenthetical positions – Keyboarding, Stores/Mail, Customer Service, Calculations, and Human Resources.</p> <p>** Should related regulations, procedures and requirements change, additional training and/or certifications may be required.</p> <p>*** 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.</p>

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.nyarnq.mbx.mnhs-job-posting@army.mil](mailto:ng.ny.nyarnq.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 applying 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 State Human Resources at (518) 786-4830.

**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.
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POSTED: APRIL 23, 2026
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STATE VACANCY ANNOUNCEMENT #26-39

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