

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

VACANCY ANNOUNCEMENT #26-47

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:	Administrative Assistant 2
Location:	New York State Division of Military and Naval Affairs (DMNA): Latham Headquarters <ul style="list-style-type: none">• Directorate of New York Naval Militia – (1 vacancy)
Salary Grade:	Management/Confidential (M/C) N/S
Salary Range:	Expected Hiring Salary: \$59,808
Duties and Responsibilities:	<p>The Administrative Assistant 2 provides staff assistance to the Executive Officer of the New York Naval Militia in the administration of a 2,500-member force. Incumbents are expected to determine the best methods and procedures to accomplish tasks and to independently produce a completed quality product while meeting operation deadlines. The incumbent will manage confidential information, personal identifiable information (PII), and HIPPA information in support of the directorate and agency mission. They are expected to interpret, advise and apply policies, procedures, rules, regulations and guidelines in support of the mission of the agency and the directorate.</p> <p>Incumbent is the primary administrative support person in the New York Naval Militia coordinating correspondence, paper flow and day-to-day administrative support activities. by performing a wide range of tasks related to correspondence, files, and calendar management; work coordination; customer service; fielding of questions; information gathering; and compilation of reports. The incumbent will be expected to take initiative to accomplish tasks in the absence of the Executive Officer.</p> <p>The incumbent may perform duties such as establishing office procedures; designing office filing systems; implementing policies and procedures; maintaining efficient work flow; resolving day-to-day operational problems; responding to phone calls; sorting mail;</p>

organizing, expediting and following up on projects; reconciling travel and expenditures; answering and sorting emails. The incumbent must exercise considerable professionalism and independence in the performance and prioritization of assigned tasks. The tasks performed are part of a broad responsibility which requires that the incumbent to be aware of virtually everything happening in the organizational unit.

The Administrative Assistant 2 will perform all duties and responsibilities of the Administrative Assistant 1 and are typically considered as second-level supervisors and will provide a full range of supervision to assigned subordinate staff. The Administrative Assistant 2 is expected to work under broad guidelines, select the best course of action from a number of alternatives, and set their own priorities based on a review of the work to be performed and their knowledge of the program and office procedures.

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. This position is management/ confidential and is not covered under labor contract provisions within the DMNA.

Responsibilities may include, but are not limited to the following:

- Provide quality customer service by addressing telephone calls and greeting visitors, responding to Naval Militia members' questions concerning program activities and procedures.
- Frequent verbal and written communication with a variety of individuals, including supervisors, or other program and administrative staff, and entities outside the agency.
- Preparation and review of written communication which may be in the form of general correspondence, reports, charts, presentations or electronic-mail (e-mail). The frequency and type of communication is determined by the requirements of each assigned program.
- May provide proofreading and formatting assistance on various departmental documents and communications.
- Assist in reviewing, designing, revising and controlling agency forms; as well as policy and procedures manuals related to directorate.
- Maintains office inventory, requisitions office supplies and makes purchases using personally assigned purchase agency credit card. Where applicable, facilitates emergency purchases utilizing the state credit card
- Develop and implement methods of data analysis and tabulations of data for analysis. Draw conclusions from analyzed data and recommend action based on results of data. Prepare tables, charts, and reports to describe the analysis and document procedures and analytical methods.

- Assist in preparing short-term and long-range work objectives and goals. Assist in the review, evaluation, and analysis of a variety of reports and records specific to the assignment.
- May assist in the compilation of data to be used in the preparation and analysis of agency budgetary submissions.
- Within established guidelines may assist in the monitoring of agency revenues and expenditures.
- May assist with various activities associated with the different directorates, especially those in the Budget and Finance units – purchasing, procurement, budgeting, and financial management/reimbursement.
- May assist with the reconciliation of various records to include credit cards, purchasing, travel and other documentation.
- May be required to work with and maintain records associated with or perform data entry for various data systems (state and federal) such as the Statewide Financial System (SFS), Leave and Accrual Tracking System (LATS), Statewide Learning and Management System (SLMS) and Maintenance Connection (MC software), a work order program, etc.
- Assists with managing and maintaining Naval Militia personnel records and assisting in the collection of documents to ensure payroll accuracy.
- Serves as the Education officer overseeing all aspects of coordinating the tuition reimbursement program for Naval Militia members.
- Serves as the property book manager assisting the Naval Militia's property custodian on quarterly inventories.
- Administer the New York State Recruitment Incentive and Retention Program for the MNNM members
- Assist Naval Militia members with the paperwork during the annual Service Member's Group Life Insurance contribution reimbursement process
- Makes travel arrangements to include purchasing travel tickets, arranging rental cars, lodging and other travel needs as required.
- Assists in the administration of the NYS Awards Program for the MNNM
- Assists in the administration of the Naval Militia's online membership and administrative forms submission software.
- Develops, implements and manages record-keeping systems and controls.
- Represents the Naval Militia at meetings, hearings, and conferences and on committees.
- Will be required to attend meetings and maintain notes and records from attendance.
- Coordinate events and communications involving MNNM and acts as the point of contact (POC) for member's questions and the Headquarters POC for Reserve Units and Reserve Center Liaison Officers on all inquiries.
- Will be required to interact with and have frequent verbal, written and in-person communication with many departments and individuals including state and military personnel and supervisors.
- Will complete and attend training as required.

- May have to travel via various modes of transportation to meet job requirements.
- May train and supervise staff.
- Schedule adjustments may periodically be required.
- Additional hours may periodically be required.
- Other duties as assigned.

In addition to the above, responsibilities may include but are not limited to the following:

- Assigns work to staff; schedules workflow; establishes work performance standards; reviews work performance and production; determines the nature of problems and takes appropriate corrective action.
- Ensures subordinate staff is adequately trained and provided tools to complete assignments.
- May participate in the hiring process for subordinate staff.

Job Requirements:

- Must be proficient in Microsoft Office Suite.
- Must have strong organizational skills.
- Ability to perform tasks with minimal supervision.
- Experience in multi-tasking and prioritizing multiple deadlines.
- Strong written and verbal communication skills.
- Ability to prepare written material in a clear and concise form.
- Ability to train and supervise subordinates and other staff.
- Ability to work independently or with other individuals in a project/team setting in accordance with supervisory guidance and direction.
- Will be required to appropriately handle and manage confidential information.
- Ability to interact well with different groups of people, including co-workers, management, both Federal and State personnel and the public.
- Ability to read and write in English.
- Demonstrate reliability and trustworthiness.

Additional Preferred Knowledge, Skills and Abilities:

- Knowledge of Federal, State and local agency operations and policies – especially related to purchasing and procurement.
- Experience with the SFS program and procedures.
- Supervisory experience.

JOB REQUIREMENTS (Administrative Assistant 2)

- Ability to supervise and train subordinate staff.
- Provide consultation and input on complex policies, procedures and best practices.
- Must be able to compile, reconcile and prepare complex documentation such as financial and budgetary data worksheets

Minimum
Qualifications:

Associate's degree or higher from a regionally accredited college or university in Business Administration, Accounting, Finance, or similar field of study, plus two (2) years of experience in an office administrative position in which some duties included accounting, bookkeeping, data gathering and analysis in relation to numbers or money, tabulations and calculations or similar duties and responsibilities.**

OR

Four (4) years of experience in an office administrative position in which some duties included accounting, bookkeeping, data gathering and analysis in relation to numbers or money, tabulations and calculations or similar duties and responsibilities. One (1) year of the qualifying experience must include some supervisory responsibilities.*

AND

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

Must be able to read and write in English.

Must be proficient in and able to independently use Microsoft Office software – MSWord and Excel. Ability to use PowerPoint and/or Access also preferred.**

Must possess a valid driver's license to operate a motor vehicle in the State of New York. Must report any changes to supervisory chain and State Human Resources (MNHS).

Required to have or successfully complete within 90 days of receiving computer access, all training associated with assigned data systems such as SFS and the Statewide Learning Management System (SLMS) and/or other computer training as related to duty assignments. **

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 – especially at Air Bases when flight line access requires SECRET.

* Other combinations of education and work experience, including military, may be considered, however, candidate must demonstrate direct relevance and comparable combined years of experience/education to the job duties and abilities noted above.

** Should related systems, 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, and as amended, agency, statutory and NGB

	<p>requirements and directives; failure to do so will subject the individual to disciplinary action, including possible termination.</p> <p>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 Management for any further information regarding the position requirements.</p>
<p>How to Apply:</p>	<p>To be considered for an interview, please submit your cover letter and resume to one of the following:</p> <p>BY E-MAIL (PREFERRED METHOD): Send to: nq.ny.nyarnq.mbx.mnhs-job-posting@army.mil Subject line to say: Job Title and Location</p> <p>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</p> <p>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.</p> <p>Be sure to include any specific licenses and/or certification in a skilled trade.</p> <p>Vagueness and omissions will not be resolved in your favor.</p> <p>For questions, please reach out to State Human Resources at (518) 786-4830</p> <p>Vacancy announcements can be closed 15 days after the original posting date.</p>
<p>Subject of Interview:</p>	<p>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.</p> <p>ALL OTHER CANDIDATES WHO MEET THE MINIMUM QUALIFICATIONS WILL BE CONSIDERED FOR INTERVIEW TO EVALUATE THEIR QUALIFICATIONS, TRAINING AND EXPERIENCE</p>

	IN RELATION TO THE DUTIES AND REQUIREMENTS OF THE POSITION.
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POSTED: JUNE 29, 2026

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New York State is an Equal Opportunity/Affirmative Action Employer