The New York State Division of the Budget (DOB) provides analysis and advisement to the Governor of New York State on fiscal policy matters and is charged with the development, negotiation, and implementation of one of the largest governmental budgets in the country.

DOB is currently seeking a highly qualified, self-motivated Administrative Assistant to support the Economics and Revenue Unit (ERU) under the direction of the Unit Head and Assistant Unit Head. The incumbent will serve as the Office Manager for ERU, consisting of 25 professional staff.

Candidates should possess a professional and helpful demeanor as this position has frequent interaction with ERU staff, high-level officials, and executives. Overtime may be required on evenings and weekends during times of peak workload.

Responsibilities of the Administrative Assistant would include, but are not limited to:

- Serving as the unit Office Manager and ensuring that work assignments are distributed to unit staff on a timely and proactive basis.
- Tracking and following up within the unit to ensure that assignments are completed accurately and timely.
- Managing ERU’s Publications, including coordinating with ERU staff and other units on updates to content; reviewing submissions for accuracy.
- Providing general office support and reception, including answering phones, maintaining files, scheduling meetings, and managing calendars.

Qualification/Skills:
The position requires outstanding written and oral communications skills to successfully contribute to ERU’s publications. Additionally, the incumbent will have strong interpersonal skills and must enjoy working as part of a fast-paced team. The candidate must be able to work proficiently in the Microsoft Office Suite (e.g., Outlook, Excel and Word) and learn the use of other State financial systems, management databases, and software. Administrative support experience in a similar capacity is strongly desired.

How to Apply:
To be considered for this or future positions with DOB, please complete the Online Employment Application and select "Administrative Assistant, NS" in the ‘Title Applying For’ section. Applications are held in DOB's resume database for six months, after which candidates may reapply to be considered for future opportunities.

If you require assistance in applying for employment with DOB, or if you have any questions about working for DOB, please contact personnel@budget.ny.gov.

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