



**State of New York
Offices of the Inspector General**

Executive Assistant – New York City, New York

The Office of the New York State Inspector General [“NYSIG”], as established by Executive Law Article 4-A, is entrusted with the responsibility of ensuring that New York State government, its employees, and those who work with the State meet the highest standards of honesty, accountability, and efficiency. The Office of the New York State Welfare Inspector General [“OWIG”], as established by section 74 of the Executive Law, is responsible for maintaining the integrity of New York State’s public assistance programs. The Office of the New York State Workers’ Compensation Fraud Inspector General [“WCFIG”], as established by section 136 of the Workers’ Compensation Law, is responsible for investigating violations of the laws and regulations pertaining to the operation of the workers’ compensation system. The Office of the Gaming Inspector General [“GIG”], as established by the Upstate New York Gaming and Economic Development Act, has the duty to receive and investigate complaints from any source concerning allegations of corruption, fraud, criminal activity, conflicts of interest or abuse in the Gaming Commission.

Collectively, the four offices are known as the Offices of the Inspector General [“OIG”].

Job Description

OIG seeks an Executive Assistant with experience working in New York State or City government to provide dedicated support to the Inspector General as well as general administrative support to the Chief of Staff and other senior-level agency executives. In addition to providing logistical and organization assistance, this person should be skilled at managing projects and commitments, coordinating travel, executive communication and correspondence, proofreading and drafting documents, and other day-to-day administrative duties in support of the executive team. The Executive Assistant is also a member of the Operations staff and, as such, will also have centralized agency administrative and operations duties.

Given the nature of the work and proximity to decision-making, the position requires the strictest adherence to confidentiality.

This is an ideal growth opportunity for someone with a keen understanding of New York State government who presently serves in a junior-level administrative role, or a more experienced Executive Assistant looking for a chance to grow their career beyond administration into operations. This role is based in the New York City office and reports jointly to the Inspector General and the Special Deputy Inspector General for Operations.

Minimum Qualifications

The desired candidate has a collegial attitude, possesses sound judgment and is a self-starter who works well independently. The candidate is a multi-tasker, who is proficient in planning, organizing, balancing daily work with long-term projects, and can adapt to new assignments/scenarios as required. The Executive Assistant is required to communicate with the public, federal, state, and local agencies as well as other law enforcement agencies. The ideal candidate must interface professionally with internal and external contacts and possess strong oral and written communication skills. In addition, the candidate must be highly computer proficient including the use of all Microsoft Office programs: Word, Excel, Outlook, and PowerPoint. Prior New York State or New York City government experience is not required but is strongly preferred.

New York State Residency is Required. This is a Management Confidential position that is appointed by the Inspector General. The salary range for Executive Assistant is \$61,423-\$76,218 (Grade 18 equivalent).

To Apply:

Please email resume and cover letter, with "Executive Assistant" in the subject line, to:

jobs@IG.NY.gov

<p>The State of New York does not discriminate on the basis of race, color, national origin, sex, age, sexual orientation, religion or disability in the admission to, access to or employment in our programs or activities. Reasonable accommodation will be provided upon request. The State of New York is an Equal Opportunity Employer.</p>
