

New York State Department of Civil Service
DIVISION OF CLASSIFICATION AND COMPENSATION

Classification & Salary Guidelines

OCC. Code 2524120

Filings Examiner, NS 9, 14

2524120

Brief Description of Class

Incumbents review lobbying and financial disclosure filings pursuant to New York State's ethics and lobbying laws and regulations.

Distinguishing Characteristics

The levels are distinguished by the variety and scope of duties performed; independence of operation; reporting relationship; and supervisory responsibilities.

9: independently performs a variety of complicated clerical and office support activities requiring substantive knowledge of the lobbying and financial disclosure programs.

14: independently performs the most varied and complicated lobbying and financial disclosure activities; and leads lower-level examiners.

Illustrative Duties:

- Review filings for compliance with the Lobbying Act and financial disclosure laws.
- Process and review hard copy and online filings.
- Assist lobbyists, clients, corporations, and employees with filing requirements, referring more complex questions to attorneys.
- Review lobbying filings for reporting of special expenses.
- Draft correspondence to non-compliant and delinquent filers.
- Design, set-up, and maintain files related to filings; and produce reports.

Minimum Qualifications:

9: two years of relevant experience.

14: three years of relevant experience.

Note: Classification & Salary Guidelines illustrate the nature and scope of duties and responsibilities of the exempt classes they describe, and the recommended salary ranges for such classes. These guidelines cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those recommended for appointment at the time the guidelines were written.

Date: 8/2022

PH