

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

Classification & Salary Guidelines

**Occ. Code 7622100**

**Confidential Aide, NS      Grade 14, 18, 23      7622100**

Brief Description of Class

Confidential Aides report to an agency head and perform a variety of support activities to keep the agency head organized both in the office and while traveling.

Distinguishing Characteristics

*Confidential Aide*

Levels are distinguished by the level and type (e.g., clerical, paraprofessional, professional) of support to be provided; and the experience, training, and education required.

14: provides support and performs duties requiring minimal experience and education.

18: provides full support and performs professional duties requiring moderate experience and education.

23: provides the full and highest level of support; and performs professional duties requiring extensive experience and education.

Illustrative Duties

*Confidential Aide*

- Accompany agency head to various events. Determine best mode of transportation to and from events and make appropriate arrangements.
- Communicate with organizers of events to be attended by agency head to determine agenda, schedule, logistics, etc.
- Coordinate agency head's schedule with administrative support staff in executive office. Ensure that required materials and information are prepared, organized, and transported for the agency head's trips, conferences, or speaking engagements.

- Respond to emails and telephone calls received by agency head while traveling. Prioritize messages and coordinate information needed for agency head to respond to messages.
- Organize events for agency head and handle all logistics.
- Oversee the maintenance of fleet used by executive staff.
- Deliver and pick up sensitive or confidential documents for agency head. Maintain confidentiality of information and documents.
- Provide security in and around executive office and while agency head is traveling.

### Minimum Qualifications

14: Four years of relevant experience. \*

18: Six years of relevant experience. \*

23: Seven years of relevant experience. \*

\*Substitutions: associate's degree may substitute for two years of the experience; bachelor's degree may substitute for four years of the experience; master's degree or J.D. may substitute for five years of the experience; Ph.D. may substitute for six years of the experience. Degrees must be in a field related to the duties to qualify for substitution.

**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.

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