

# EMPLOYMENT ANNOUNCEMENT



**TITLE:** LEGAL ASSISTANT 2 (NY HELPS)  
**STATUS:** PERMANENT or CONTINGENT PERMANENT  
**BUREAU:** (VARIOUS)  
**LOCATION:** NEW YORK CITY  
**SALARY:** PEF SG 17 (Starting Salary: **\$61,516\***, Job Rate: \$78,307)

There are several openings located in **New York City**. \*The base salary will include an additional **\$3,400** per year in downstate adjustment location pay.

**We are seeking talented and motivated support staff to work with our attorneys in the State's law firm. The selected candidate will be part of a fast-paced office, gaining experience while providing public service on behalf of the State of New York.** The [Attorney General](#) serves the public interest of all New Yorkers in matters affecting their daily lives, enforcing laws to protect consumers, tenants, patients, workers, investors, and charitable donors. The office coordinates statewide civil and criminal investigations, promoting economic and social justice, encouraging harm-reducing public health strategies, and preserving the state's environment.

Careers with the State offer multiple benefits including **paid vacation leave (13+ days per year)**, sick leave, **paid State holidays off, health insurance** including vision & dental, entry into the **NYS retirement** (pension) system, education and training, eligibility for public student loan forgiveness, and **job stability with promotional opportunities**. Workplace flexibilities include multiple options for employees including **telecommuting** (up to two days per week) and alternative work schedules.

## MINIMUM QUALIFICATIONS

### **NY HELPS:**

This title is part of the New York Hiring for Emergency Limited Placement Statewide Program (NY HELPS).

For the duration of the NY HELPS Program, this title maybe filled via a non-competitive appointment, which means no examination is required but all candidates must meet the minimum qualifications of the title for which they apply. At this time, agencies may recruit and hire employees by making temporary appointments. In May 2024, if a temporary NY HELPS employee is satisfactorily performing in the position, the appointment will be changed from temporary pending Civil Service Commission Action to permanent non-competitive and the official probationary period will begin.

At a future date (within one year of permanent appointment), it is expected employees hired under NY HELPS will have their non-competitive employment status converted to competitive status, without having to compete in an examination. Employees will then be afforded with all of the same rights and privileges of competitive class employees of New York State. While serving permanently in a NY HELPS title, employees may take part in any promotion examination for which they are qualified.

### **Non-Competitive Minimum Qualifications:**

- Candidates must have a minimum of three years of full-time experience as a Paralegal/Legal Assistant (see "definition" below); **OR**
- An associate degree (or higher) in a **paralegal/legal assistant/legal studies** program or a certificate in a **paralegal/legal assistant program** where either the degree or certificate was granted from a regionally accredited college or university or one approved by the American Bar Association (ABA); **OR**
- An associate degree (or higher) in any field, where the degree was granted from a regionally accredited college or university, or one approved by the American Bar Association (ABA) or graduation from an accredited (ABA approved) law school with a degree required for the NYS Bar **AND** two years of full-time experience as a Paralegal/Legal Assistant (see "definition" below).

**Definition:** A Paralegal/Legal Assistant is someone who applies knowledge of the law and legal procedures in rendering direct assistance to lawyers, clients, and courts; prepares and interprets legal documents and forms; researches, compiles, and uses information from legal materials to provide both written and verbal comments on their findings; and analyzes and handles routine procedural problems independently with minimal attorney oversight. Non-qualifying experience includes receptionist, records clerk, bookkeeper, and office manager.

**CURRENT NYS EMPLOYEE:** Reachable on the Department of Civil Service eligible list for Legal Assistant 2 or permanent or contingent-permanent status as a Legal Assistant 2 or eligible to transfer.

## **DUTIES**

In close association with an attorney or attorneys, Legal Assistants perform a variety of paralegal activities that require formal education and experience. Incumbents compile and organize files and documentation; prepare and assist in the preparation of legal documents and forms; catalog information; update databases or spreadsheets; and prepare correspondence and subpoenas.

### ***When in litigation or administrative hearing setting, a Legal Assistant 2 performs the following duties:***

- May be responsible for the preparation of arguments in court for pro se and other similar cases or for the preparation of materials related to an administrative hearing.
- Independently develops assigned cases or files to the point where an attorney need only sign off on the related papers or present the case before the court.
- Prepares correspondence and all relevant case materials for the record.
- May draft various legal documents and assists in the preparation for litigation by completing a variety of activities.
- Drafts responsive motions or answers, affidavits, or discovery demands.
- Performs document review, including the use of electronic discovery, and prepares draft of responses to document demands for attorney review.
- Organizes exhibits for examination before trial (EBT).
- Organizes, drafts, and prepares motions for summary judgment.
- Works with the assigned attorney to restyle papers as needed.
- Serves subpoenas or arranges service.
- Arranges for filing pleadings and other legal papers with the court clerk of record.
- Analyzes adversaries' responses for their sufficiency and evaluates any objections received.
- Reviews discovery demands received and works closely with attorney to prepare responses.
- Drafts responses to interrogatories, notices to admit, and requests for documents.
- Assimilates transcripts from EBTs or excerpts from trial transcripts.
- Analyzes and processes interim and dispositive decisions and orders.
- Prepares final documents for file closing.

### ***When located outside of a litigation or an administrative hearing setting, a Legal Assistant 2 performs a variety of activities:***

- May draft briefs, affidavits, affirmations, and other motion-related papers.
- May prepare draft opinions for review by an attorney.
- May perform detailed, open-ended investigations to provide attorneys with ongoing information and leads.
- May review and propose changes in legislation, including drafting language and making revisions, and manage related bill tracking activities.
- May draft contracts and participate in the negotiation of contracts.

**Specific duties and scheduling options will be discussed at interview.**

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## **HOURS**

The agency's hours of operation are Monday through Friday, between 8:00 am and 5:30 pm (37.5 hours/week). Scheduling determinations are dependent upon the needs of each Bureau and will be communicated during interviews.

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## **HOW TO APPLY**

Applications must be submitted online. To apply, please click on the following link: [LA\\_2\\_NYC\\_157943](#)

In your submission, please include a cover letter that includes a statement describing how you meet the minimum qualifications, resume, and a copy of your degree or certificate (if relied upon to show that you meet the minimum qualifications).

*Candidates from diverse backgrounds are encouraged to apply.  
The OAG is an equal opportunity employer and is committed to workplace diversity.*

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**POSTED MAY 6, 2024**