

EMPLOYMENT ANNOUNCEMENT



TITLE:	LAW DEPARTMENT DOCUMENT SPECIALIST OR LAW DEPARTMENT DOCUMENT SPECIALIST TRAINEE
STATUS:	PERMANENT
BUREAU:	CRIMINAL APPEALS / HABEAS CORPUS
LOCATION:	NEW YORK CITY
SALARY:	SEE BELOW

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:

- **Law Department Document Specialist (LDDS)** (*Salary Grade 9, current starting salary \$40,193, job rate \$49,405*): Eighteen months of experience supporting the work of attorneys, paralegals, and investigative staff by independently producing the legal documents that are required to support judicial actions.
- **LDDS Trainee 2** (*NS Equated Salary Grade 8, current starting salary \$38,073, job rate \$46,866*): One year of experience supporting the work of attorneys, paralegals, and investigative staff by independently producing the legal documents that are required to support judicial actions.
- **LDDS Trainee 1** (*NS Equated Salary Grade 6, current starting salary \$34,152, job rate \$42,251*): There are no minimum education or experience requirements.

Current NYS Employee: At least one year of permanent or contingent-permanent status as an Office Assistant 1 (any parenthesis) OR eligible for transfer into traineeship.

**The selected candidate must pass a keyboarding test that demonstrates the ability to enter text at a rate of at least 30 words per minute with at least 96% accuracy by completion of probation. If appointed at the traineeship level, you will need to complete the required coursework in order to advance to the full LDDS SG-9.*

**Positions located in New York City receive an additional \$3,087 downstate adjustment location pay annually.*

DUTIES

Reporting to an Office Manager, the incumbent of the requested Law Department Document Specialist position will work cooperatively with support staff in other bureaus and have the ability to use proper judgment in prioritizing work to meet deadlines. Specific duties include, but are not limited to, the following:

- Provide production support for responses to federal Habeas Corpus petitions; scan state court records; assemble documents for filing in compliance with applicable court rules; redact or paginate record materials as needed; prepare materials for filing under seal when appropriate; assist with document formatting; proof-read; check record citations; check legal citations.
- Archive closed cases: prepare files for closing, maintain database for archived materials; assist in retrieval of closed cases files.
- Provide backup for mail intake: in the absence of staffer primarily assigned to this responsibility, review incoming mail and route it appropriately.
- Provide backup for maintaining database regarding federal Habeas Corpus caseload: in the absence of staffer primarily responsible for this duty, open new cases in database, update database, prepare and distribute case assignment sheets.
- Assist with production of state court filings as needed.
- Perform other duties as assigned.

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.

HOW TO APPLY

Applications must be submitted online. To apply, please click on the following link: [CAFHC NYC LDDS 153620](#)

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

POSTED MARCH 12, 2024