

# EMPLOYMENT ANNOUNCEMENT



<b>TITLE:</b>	OFFICE ASSISTANT 1
<b>STATUS:</b>	PERMANENT
<b>BUREAU:</b>	CIVIL RECOVERIES
<b>LOCATION:</b>	ALBANY
<b>SALARY:</b>	CSEA SG-6 (Starting Salary <b>\$35,177</b> , job rate \$43,521)

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:

- **Office Assistant 1:** There are no minimum education or experience requirements for this title.

**Current NYS Employee:** One year or more of permanent or contingent-permanent status as an Office Assistant 1 (any parenthesis), OR eligible for transfer via Section 70.1 of the Civil Service Law.

## DUTIES

- Assemble and prepare Statement for Judgment and Intent to Enter Default Judgment packages for filing at the County Clerk's office.
- Drop off and retrieve hard copy documents at the office of the Albany County Clerk.
- Electronically file documents with County Clerk's offices across the State.

- Tracking of documents sent to the County Clerk's office for filing.
- Saving and printing Filed Documents through the County Clerk Website.
- Ordering, Collating and Processing Notice of Entry documents.
- Reviewing, Processing and Electronic Filing of Stipulations of Settlement.
- Processing Affidavits of Additional Mailing. Getting them Notarized and hand delivering them to the Post Office to be mailed daily.
- Learn the various tasks of the Clerical unit and provide back-up when necessary.
- Maintain a solid working knowledge of Word, Access, and SilverCAR.
- Operate and maintain office machines such as photocopiers, adding machines, calculators, printers, and the Pitney Bowes mail machine.
- 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.

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## **HOW TO APPLY**

To apply, please submit a cover letter that **includes a statement describing how you meet the minimum qualifications** and a resume to [hr.recruitment@ag.ny.gov](mailto:hr.recruitment@ag.ny.gov). Please be sure to include the Vacancy ID # and job title in the subject of your email.

*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 MARCH 29, 2024**