

# EMPLOYMENT ANNOUNCEMENT



<b>TITLE:</b>	OFFICE ASSISTANT 1
<b>STATUS:</b>	PERMANENT
<b>BUREAU:</b>	LAW ENFORCEMENT MISCONDUCT INVESTIGATIVE OFFICE (LEMIO)
<b>LOCATION:</b>	NEW YORK CITY
<b>SALARY:</b>	CSEA SG-6 (Starting Salary <b>\$35,177</b> , job rate \$43,521)

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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.

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## **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.

*\*Positions located in New York City receive an additional \$3,400 downstate adjustment location pay annually.*

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## **DUTIES**

- Organize and maintain electronic and paper files using Office of the Attorney General and Law Enforcement Misconduct Investigative Office (LEMIO) file management systems.
- Help LEMIO Chief, Assistant Attorney Generals, and Analysts to track case progress and deadlines.
- Review and manage office voicemail.
- Assist with and track correspondence with covered agencies and other stakeholders.
- Conduct initial phone calls with members of the public and people reporting law enforcement misconduct.
- Help coordinate and arrange for meetings and witness interviews.
- Make travel arrangements and prepare travel vouchers as requested.
- Manage and process expense reimbursement for LEMIO staff.
- Act as the liaison with Information Technology and the Administrative Services Bureau to maintain and procure supplies and equipment; submit supply orders and purchase requests.
- Assist with recruitment for new staff by coordinating interviews and gathering applications for the interviewers.
- 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**