

EMPLOYMENT ANNOUNCEMENT



TITLE:	ADMINISTRATIVE ASSISTANT 1 OR ADMINISTRATIVE ASSISTANT TRAINEE
STATUS:	PERMANENT OR CONTINGENT PERMANENT
BUREAU:	VARIOUS
LOCATION:	ALBANY
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:

- **Administrative Assistant 1** (*Salary Grade 11, current starting salary \$46,306, job rate \$56,743*):
Two years of experience in administrative support, which includes use of office software (e.g., email, word processing), provision of customer service, business writing, and/or office administration.
- **Administrative Assistant Trainee 2** (*NS Equated Salary Grade 10, current starting salary \$43,768, job rate \$53,708*):
One year of experience in administrative support, which includes use of office software (e.g., email, word processing), provision of customer service, business writing, and/or office administration.
- **Administrative Assistant Trainee 1** (*NS Equated Salary Grade 8, current starting salary \$39,215, job rate \$48,294*):
Six months of experience in administrative support, which includes use of office software (e.g., email, word processing), provision of customer service, business writing, and/or office administration.

Substitution:

Certification (e.g., IAAP Certified Administrative Professional) or associate's degree* in office administration, secretarial science, administrative assistance, paralegal, business technology, or office technology substitutes for two years of experience.

Current NYS Employee: Reachable on the Department of Civil Service Eligible list for Administrative Assistant 1 (formerly Secretary 1), OR permanent or contingent permanent status as an Administrative Assistant 1 OR eligible to transfer into traineeship. Successful completion of a two-year traineeship leads to appointment as an Administrative Assistant 1, SG-11.

**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 mandatory coursework in order to advance to the full AA1 SG-11.*

DUTIES

Administrative Assistant 1's at the OAG provide day-to-day administrative support to Attorneys and/or Bureau Chiefs. Duties may include, but are not limited to, the following:

- Answer telephones, take messages or route to the appropriate recipient.
- Greet, direct, and provide materials to in-person office visitors with excellent customer service.
- Open, review, sort and distribute incoming physical and electronic correspondence. Communicate with other bureaus and offices to determine how to redirect as appropriate.
- Prepare outgoing correspondence and legal documents as assigned, including review of outgoing correspondence for proper grammatical usage and accuracy.
- Design and maintain case files and correspondence files, including opening and closing such files when appropriate.
- Schedule meetings and maintain appointment calendars. Maintain office calendars to ensure that they are accurate and current.
- Make travel arrangements, including booking of transportation and lodging, and completion of OAG travel documentation.
- Prepare purchasing requests, vouchers, reimbursement requests, and related documentation.
- Order office supplies and ensure that office equipment is in working order.
- Train new staff members and assign work to clerical staff or student assistants.
- Review office procedures and forms. Recommend changes, when appropriate.
- E-file and retrieve documents in the Federal and State Court systems.
- Maintain and update systems of record such as NYMatters or other case-management databases.
- Prepare case files closed by attorneys for shipment to archived records, retrieve case files as requested, and maintain and update paper archive management system.
- Produce monthly reports.
- Searches for information using various sources including the internet.
- Keep staff informed of, and schedule as needed, meetings, court appearances, and legal filings.
- 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 (Transcripts are not required). To apply, please click on the following link: [AA1 A1b 158095](#).

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

POSTED MAY 7th, 2024