

EMPLOYMENT ANNOUNCEMENT



TITLE:	OFFICE ASSISTANT 2
STATUS:	CONTINGENT-PERMANENT
BUREAU:	VARIOUS
LOCATION:	ALBANY
SALARY:	CSEA SG-9 (\$41,399 - \$50,884)

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 2:** One year of clerical experience.

Current NYS Employee: At least one year of permanent or contingent-permanent service in a clerical, keyboarding, or other qualifying title OR eligible for transfer. A list of qualifying titles can be found here:

<https://www.cs.ny.gov/examannouncements/announcements/38687titles.cfm>

DUTIES:

- Design clerical processing procedures.
- Gather, compile, and prepare data from manual or automated files and other sources for various reports, publications, records, or other external or internal communications.
- Respond to questions concerning the operation of the unit or program area.
- Write responses to correspondence.
- Resolve work problems.

- Review forms and applications and make appropriate determinations.
- Coordinate arrangements for meetings, courses, and other gatherings arrange for rooms, take attendance, and ensure that appropriate materials and equipment are available.
- Plan work and determine how it will be performed.
- Assign work to staff and assure necessary coverage for assignments and office.
- Provide subordinates with specific instructions concerning the preparation of documents, processing of materials, and maintenance of records.
- Provide subordinates with standard formats for the preparation of documents and reports using available software packages. • Provide training in the use of work equipment, and office and agency procedures.
- Evaluate the quality, quantity, and timeliness of work.
- Evaluate the performance of staff and prepare performance evaluations.

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: [OA2 Alb 158107](#).

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

POSTED MAY 8th, 2024.