



Division of Criminal Justice
Organized Crime Task Force – White Plains
Administrative Assistant
Reference No. OCTF_WP_AA_6329

Application Deadline is July 26, 2024

The Office of the New York State Attorney General's [Organized Crime Task Force](#) (OCTF) is seeking an Administrative Assistant to support attorneys, detectives, and other personnel. OCTF is responsible for investigating and prosecuting organized criminal activity occurring within New York State. The Administrative Assistant position is located in White Plains and reports to the Deputy Attorney General in Charge of OCTF.

Duties:

- Working cooperatively and collaboratively to support attorneys, detectives, and other personnel with administrative tasks and projects including independently performing clerical duties.
- Supporting the day-to-day functioning of the White Plains office.
- Answering main office phones in a respectful and professional manner and greeting and directing visitors courteously and professionally.
- Scheduling and coordinating logistics for internal and external meetings, such as preparing materials, organizing participant schedules, and arranging travel, space, and technology needs; overseeing multiple calendars; managing, prioritizing, and responding to phone messages and emails; and the timely processing of expense reports.
- Preparing and compiling voluminous discovery material for production by attorneys, including the following:
 - Copying, scanning, preparing documents for redaction
 - Indexing and Bates stamping
 - Preparing correspondence for review, signature, and mailing
 - Handling confidential and sensitive material with discretion
- Maintaining office equipment and files/records (both paper and electronic), ordering office supplies, communicating directly with vendors, and printing, scanning, photocopying, and shipping documents.
- Compiling data for recurring reports, completing data entry assignments, and maintaining proper archiving of records.
- Performing other duties as assigned.

Qualifications:

- Relevant work experience as either an administrative assistant or receptionist demonstrating the ability to handle a range of administrative and clerical duties/responsibilities.
- Comfort and proficiency using technology to complete work assignments, including using Outlook, Word, and Excel and learning new computer applications as needed.
- Strong verbal and written communication, organization, and analytical skills.
- Proactive and customer-focused with the ability to work equally well independently and as a member of a team.
- Sound judgement, including the ability to self-troubleshoot issues and self-manage multiple deadlines and competing priorities.
- Notary public or the ability to pass the New York State notary public examination.
- Previous legal office experience and knowledge of legal document preparation and court filings are desirable.
- Candidates should have a strong interest in law enforcement and criminal investigations and an eagerness to contribute to the direction and success of OCTF's cases.

The annual salary for this position is \$60,411 + \$3,400 in location pay. As an employee of the OAG, you will join a team of dedicated individuals who work to serve the people of our State through a wide variety of occupations. We offer a comprehensive New York State benefits package, including paid leave, health, dental, vision, and retirement benefits, and family-friendly policies. Additionally, the OAG offers a robust Workplace Flexibilities Program with multiple options for employees, including telecommuting (up to two days per week) and alternative work schedules.

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

HOW TO APPLY

Applications must be submitted online. To apply, please click on the following link: [OCTF WP AA 6329](#)

To ensure consideration, applications must be received by close of business on July 26, 2024.

- **Cover Letter**
 - You may address your letter to the Legal Recruitment Unit.
 - Indicate why you are interested in this position and what makes you a strong candidate. You may wish to include information about what life experiences you will bring to the position that will enhance the OAG's ability to better serve the diverse population of this state.
- **Resume**
- **Writing Sample**
 - Your sample should demonstrate your ability to analyze and organize information into an effective document that is well-organized and error-free.
 - If needed, please include a cover page to provide the reviewer with any relevant context or background information.
- **List of three (3) references**
 - Only submit professional references, supervisory references are preferred.
 - For each reference, indicate the nature and duration of your relationship.
 - Include contact information and email addresses for each reference.
 - Please note that your references will not be contacted until after you interview for the position.

If you have questions regarding a position with the OAG and the application process or need assistance with submitting your application, please contact Legal Recruitment via email at recruitment@ag.ny.gov or phone at 212-416-8080.

For more information about the OAG, please visit our website: www.ag.ny.gov