

EMPLOYMENT ANNOUNCEMENT



TITLE:	OFFICE ASSISTANT 1
STATUS:	PERMANENT
BUREAU:	VARIOUS
LOCATION:	NEW YORK CITY
SALARY:	CSEA SG-6 (Starting Salary \$35,177 , 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 the future, 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.*

DUTIES

Office Assistant 1's at the OAG perform clerical and office support activities. Duties may include, but are not limited to, the following:

- Answer questions from and provide information to various parties regarding agency activities, transactions, and procedures. Refer inquiries as necessary.
- Operate various communication systems such as telephones and computers; and keep records of such communications.
- Operate, and perform basic cleaning and maintenance on, office machines and equipment. Clear paper jams in copiers, scanners, and printers; replace toner cartridges; and clean keyboards and screens.
- Schedule appointments and meetings using various office tools.
- Perform routine processing activities, including checking forms for completeness and accuracy.
- Maintain basic financial, accounting, and/or statistical records.
- Perform calculations and computations, primarily on computers and calculators,
- using known and standard formulas and methods.
- As needed and as directed, contact various internal and external parties to obtain information.
- Prepare, process, review, and record numerical transactions and records. This activity may include: processing bills and vouchers; reviewing or auditing calculations or statistics; or disbursing or receiving items of value such as cash or vouchers, including, for example, such tasks as calculating and collecting fees.
- Type, proofread, review, and correct correspondence, documents, records, and other written material.
- Transcribe hand-written materials.
- Make appropriate corrections for format, accuracy, and validity.
- Assist in gathering or compiling data for reports, graphs, charts, tables, or other products.
- Create graphs, charts, or other visual aids to display data.
- May also prepare routine reports or assist others in the preparation of reports, following established guidelines.
- Maintain, update, and correct records and files.
- Receive, screen, review, and verify documents, forms, applications, claims, and other documents for completeness, content, and accuracy.
- Establish new files by coding and numbering forms, creating folders, and compiling relevant material.
- Receive, pick up, deliver, open, appropriately record, time stamp, sort, and distribute mail, e-mail, or other forms of correspondence or communication, or goods, materials, or stores.
- Maintain files, correspondence, documents, records, materials, and stores pursuant to guidelines.
- Maintain various listings for mail service purposes.
- Process outgoing mail by inserting letters into envelopes, sealing envelopes, and applying correct postage.
- May operate a motor vehicle to pick up and deliver mail.
- Enter data and information into and retrieve data and information from computerized systems.
- Verify data previously transcribed or entered to detect errors.
- Perform various clerical or office assistance tasks such as scanning documents and verifying accuracy of data from scanned documents.

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:
[OA1_NYC_172157](#)

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

POSTED NOVEMBER 4, 2024