



Criminal Justice Division
Medicaid Fraud Control Unit – Syracuse
Office Manager
Reference No. MFCU_SYR_OM_6382

Application Deadline is April 18, 2025

The Office of the New York State Attorney General's (OAG) [Medicaid Fraud Control Unit](#) (MFCU) is seeking an Office Manager for its Syracuse office. The mission of MFCU is to investigate, prosecute, and bring affirmative civil cases against individuals and corporate entities responsible for improper or fraudulent Medicaid billing schemes, as well as to investigate and prosecute allegations of abuse and neglect of residents in nursing homes and other residential healthcare facilities. The importance of this work is highlighted in [OAG's report](#) investigating allegations of COVID-19-related neglect of nursing home residents across New York state.

Duties:

- Working cooperatively and collaboratively to support attorneys, auditors, detectives, and other personnel with administrative tasks and projects that will often require independent performance of clerical duties.
- Overseeing the daily administrative functioning of the regional office, including directing incoming calls and visitors; 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.
- Completing data entry into various databases and compiling data for the weekly trial calendar and other ongoing data-entry projects.
- Maintaining files/records (both paper and electronic), ordering office supplies, and printing, scanning, photocopying, and shipping documents.
- Regularly handling confidential material and information and exercising discretion in doing so, including sorting and delivering daily mail.
- Troubleshooting problems with all office equipment and the physical office, and handling service calls to internal staff, vendors, and building management.
- Submitting accounts payable and reviewing all invoices for accuracy.
- Supervising and training support staff, as necessary.
- Interacting with other regional office staff, as well as other units within the agency and outside entities.
- Performing other duties as assigned.

Qualifications:

- Relevant work experience as either an office manager or administrative assistant demonstrating the ability to handle a wide range of administrative and clerical duties/responsibilities.
- Comfort and proficiency using technology to complete work assignments, including using Outlook, Word, Excel, and Teams, and learning new computer applications, including databases, 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 self-troubleshooting and self-managing multiple deadlines and competing priorities.
- Availability for occasional travel to attend trainings is required.

The annual salary for this position is \$60,411. As an employee of 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, 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: [MFCU SYR OM 6382](#)

To ensure consideration, applications must be received by close of business on April 18, 2025.

Applicants must be prepared to submit a complete application consisting of the following:

- **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 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**
 - Submit only 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 OAG, 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 OAG, please visit our website: ag.ny.gov