

EMPLOYMENT ANNOUNCEMENT



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| TITLE: | LEGAL ASSISTANT 1 OR TRAINEE |
| STATUS: | PERMANENT |
| BUREAU: | CLAIMS (ASA UNIT) / REGIONAL |
| LOCATION: | WHITE PLAINS |
| SALARY GRADE (SG): | (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 may be 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 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

Legal Assistant 1 (CSEA, SG 14, *current starting salary \$56,506, job rate \$68,630*)*:

Two years of full-time experience as a Paralegal/Legal Assistant (see "definition" below).

OR

An associate degree (or higher) in any field where the degree was granted from a regionally accredited college or university or one approved by the American Bar Association (ABA) **and** one year of experience as a Paralegal/Legal Assistant (see "definition" below).

OR

An associate degree (or higher) in a paralegal / legal assistant / legal studies program or a certificate in a paralegal / legal assistant program where the degree was granted from a regionally accredited college or university or one approved by the American Bar Association (ABA).

Definition: a Paralegal/Legal Assistant is someone who applies knowledge of the law and legal procedures in rendering direct assistance to lawyers, clients, and courts; prepares and interprets legal documents and forms; researches, compiles, and uses information from legal materials to provide both written and verbal comments on their findings; and analyzes and handles routine procedural problems independently with minimal attorney oversight. **Examples of non-qualifying experience:** receptionist, records clerk, bookkeeper, office manager.

Legal Assistant Trainee 1 (CSEA, NS – equated to SG 11, current starting salary \$47,695, job rate \$58,447)*:

High school or high school equivalency diploma **and** one year of clerical, administrative, or paraprofessional experience. **Substitution:** An associate degree (or higher) in any field, where the degree was granted from a regionally accredited college or university, or one approved by the American Bar Association (ABA).

OTHER WAYS TO QUALIFY

Reachable on the Department of Civil Service Eligible list for Legal Assistant 1 or Legal Assistant Trainee.

OR

Eligible for a lateral transfer or eligible for transfer under Section 70.1 of the Civil Service Law by having one year of permanent competitive service in an appropriate title. To determine if your current Civil Service title is eligible for transfer to this title, visit the [Career Mobility GOT-IT website](#).

TRAINEESHIP

Appointment to a Legal Assistant Trainee 1 position requires successful completion of a two-year traineeship, which leads to appointment as a Legal Assistant 1, SG-14. If appointed at the Trainee level, you will need to complete mandatory coursework to advance to the full Legal Assistant 1, SG-14.

- After one year of permanent service as a **Legal Assistant Trainee 1** and successful completion of required first year coursework, you will advance to a **Legal Assistant Trainee 2** (CSEA, NS Equated SG 13, current starting salary **\$53,413**, job rate \$65,061)*.
- After one year of permanent service as **Legal Assistant Trainee 2** and successful completion of all remaining coursework, you will advance to the full **Legal Assistant 1** (CSEA, SG 14, current starting salary \$56,506, job rate \$68,630)*.

***DOWNSTATE ADJUSTMENT PAY:** This position is located in Westchester County. The base salary will include an additional \$4,000 per year in downstate adjustment location pay.

DUTIES

In close association with an attorney or attorneys, Legal Assistants perform a variety of paralegal activities that require formal education and experience. Incumbents compile and organize files and documentation; prepare and assist in the preparation of legal documents and forms; catalog information; update databases or spreadsheets; and prepare correspondence and subpoenas. **This position will be in the Westchester Regional Office. The incumbent will provide legal assistant/paralegal support to the Unit tasked with claims regarding the Adult Survivors Act (ASA Unit) and/or legal assistant/paralegal support to the Regional Office.**

When in a litigation or administrative hearing setting, the Legal Assistant 1:

Performs pre-trial or pre-hearing related activities.

- Schedules witnesses and collects information relevant to the case.
- Reviews case-related materials for lines of questioning.
- Assembles exhibits and briefs.

- May assist at trials or hearings by managing the exhibits and suggesting relevant questions for the attorney to raise.
- Prepares and files with the courts all associated court papers as directed or authorized by the attorney.
- May perform service of process or arrange for service of process through an outside vendor.
- Calculates monies owed to the State, determines responsible parties, and locates and notifies them of the amount.
- Reviews administrative procedures and makes initial determinations regarding information releasable under the Freedom of Information Act.
- Negotiates and proposes preliminary settlements of fines as directed or authorized by the attorney.
- Completes routine investigative work for attorney review.
- Gathers complete information from a variety of sources.
- Provides a preliminary analysis of information to attorneys.
- Reviews draft legislative proposals for compliance with bill drafting requirements.

Manages the flow of case-related materials.

- Uses Shepard's Citations or other reference sources to check the cases cited to ensure that the case law is still relevant.
- May maintain or oversee tracking systems, calendars, and reporting systems.
- May open and close files or cases or oversee the process of opening or closing files and cases.
- Performs activities related to docketing, the placement of court-related activities on the court calendar, and on the attorney's calendar.

May draft legal responses to the courts or other interested parties as directed or authorized by the attorney.

- May prepare portions of briefs, affidavits, affirmations, and other motion-related papers.
- Answers routine questions from the public.
- Prepares findings of decisions and findings of fact.
- Prepares opinions on routine matters.
- Prepares reports.

May perform other duties as assigned.

When located outside of a litigation or an administrative hearing setting, the Legal Assistant 1:

Performs preliminary background work for routine cases or for administrative review processes.

May answer routine complaints received from the public, either orally or in writing, and provides routine information regarding processes or procedures to the public.

May perform other duties as assigned.

Specific duties and scheduling options will be discussed at interview.

HOURS

The agency's hours of operation are Monday through Friday, between 8:30 am and 5:00 pm (37.5 hours/week). Scheduling determinations are dependent upon the needs of the Bureau and will be communicated during interviews.

HOW TO APPLY

In your submission, you must provide sufficient information to determine from your resume and/or cover letter that you meet the minimum qualifications stated above. If a certificate or degree is required to demonstrate that you meet the minimum qualifications, you must provide proof that you hold the required certificate or degree. To apply, please send your resume, cover letter, and a copy of your degree/transcript (if applicable) to

HR.Recruitment@ag.ny.gov. Be sure to include the Vacancy # and Title of the position in the subject heading of your email.

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

Posted May 30, 2025