



EMPLOYMENT ANNOUNCEMENT

TITLE: ADMINISTRATIVE ASSISTANT 1 OR TRAINEE
STATUS: CONTINGENT PERMANENT
BUREAU: LITIGATION
LOCATION: NEW YORK CITY
SALARY GRADE (SG): SEE BELOW

****Positions located in New York City receive an additional \$4,000 downstate adjustment location pay annually.***

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 QUALIFICATIONS:

- **Administrative Assistant 1 (AA1)** (SG 11, current starting salary **\$47,695**, job rate \$58,447):
Two years of experience in administrative support, which includes use of office software (e.g., email, word processing), provision of customer service, business writing, and/or office administration.
- **Administrative Assistant Trainee 2** (NS Equated SG 10, current starting salary **\$45,081**, job rate \$55,322):
One year of experience in administrative support, which includes use of office software (e.g., email, word processing), provision of customer service, business writing, and/or office administration.
- **Administrative Assistant Trainee 1** (NS Equated SG 8, current starting salary **\$40,391**, job rate \$49,743):
Six months of experience in administrative support, which includes use of office software (e.g., email, word processing), provision of customer service, business writing, and/or office administration.

Substitution:

Certification (e.g., IAAP Certified Administrative Professional) or associate's degree in office administration, secretarial science, administrative assistance, paralegal, business technology, or office technology substitutes for two years of experience.

Successful completion of a two-year traineeship leads to appointment as an Administrative Assistant 1, SG-11. If appointed at the traineeship level, you will need to complete mandatory coursework to advance to the full AA1 SG-11. If appointed at the SG-11 hiring rate, you may be required to provide proof of successful completion of the required four mandatory administrative support courses and completion of the four elective administrative support courses.

**The selected candidate must pass a keyboarding test that demonstrates the ability to enter text at a rate of at least 30 words per minute with at least 96% accuracy.*

OTHER WAYS TO QUALIFY:

Reachable on the Department of Civil Service Eligible list for Administrative Assistant 1.

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](#).

DUTIES

- Provide administrative and secretarial support to Assistant Attorneys General (AAGs) in the Litigation Bureau's Commercial and Transportation Agencies Section, including the handling of confidential materials and knowledge of Bureau and OAG protocols, procedures, and resources.
- Assist in drafting and preparing letters, forms, legal documents, and other correspondence under the direction of the Section's attorneys.
- Input data into NYMatters (OAG's case management database) and conduct searches in NYMatters for information necessary to determine appropriate routing and ensure timely and appropriate distribution of incoming correspondence or legal papers to the Section's attorneys.
- Update, maintain, and search litigation cases in NYMatters, including opening and closing cases, conducting conflict checks, and scanning and transferring documents into NYMatters.
- Access Internet-based research tools and electronic state and federal court docketing databases (e.g., NYSCEF, eCourts, PACER) to obtain case status information and documents.
- Organize and manage litigation documents using both electronic (including, but not limited to, NYMatters, Relativity, and/or other platforms) and hard copy document management systems.
- Index, categorize, review, redact, duplicate, and Bates-stamp documents to be produced in discovery, including electronic indexing and creating production charts and privilege logs.
- Copy, scan, and assemble legal papers.
- Prepare tables of contents and authorities for legal briefs in MS Word using styles, marking citations, etc.
- Prepare records in Civil Practice Law and Rules article 78 proceedings, including organizing administrative record documents from various sources and formats, as well as creating, combining, redacting, and Bates numbering PDFs in Adobe Acrobat.
- Handle distribution and logging of checks and relevant payment information for the Section's bankruptcy team. Maintain all associated records.
- Schedule meetings, appointments, interviews, and depositions, both in office and via different video conferencing platforms, including Microsoft Teams and Webex.
- Handle logistics, including scheduling, for depositions and other litigation events.
- Update and maintain the Section's client contact list. Update and maintain the Section's calendar of scheduled activities, including oral arguments, depositions, conferences, trials, and other litigation commitments.
- Interface with other attorneys and staff in the Litigation Bureau and other OAG bureaus or regional offices on an as-needed basis.
- Interface with OAG's Managing Attorney's Office (MAO), as well as with court clerks and staff, concerning court filings, scheduling, service issues, and other related tasks.
- Perform other duties as assigned.

VACANCY ID # 4442

PREFERRED QUALIFICATIONS: Proficiency in the Microsoft Office Suite (including Word, Excel, Outlook, and PowerPoint) and Adobe Acrobat XI Pro, and some experience with Relativity and/or other electronic discovery platforms is preferred.

HOURS

The agency's hours of operation are Monday through Friday, between 8:30 a.m. and 5:00 p.m. (37.5 hours/week). Scheduling determinations are dependent upon the needs of each 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 20, 2025