

EMPLOYMENT ANNOUNCEMENT



TITLE:	LEGAL ASSISTANT 1 or TRAINEE
STATUS:	CONTINGENT-PERMANENT
BUREAU:	CIVIL RECOVERIES (OIL SPILL UNIT)
LOCATION:	ALBANY
SALARY GRADE:	CSEA, NS (eq. to SG-11) thru SG-14* (see below)

We are seeking talented and motivated support staff to work with our attorneys and other staff 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

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

Candidates must have:

A minimum of **two years** of full-time experience as a **Paralegal/Legal Assistant** (see "Definition" below).

OR

An **associate degree** (or higher) in **Paralegal/Legal Assistant/Legal Studies** 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).

OR

An **associate degree 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 full-time experience as a **Paralegal/Legal Assistant** (see “Definition” below).

Substitution: Graduation from an accredited (ABA approved) law school with a degree required for NYS Bar will be accepted as meeting the educational and experience requirements for this title.

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. Non-qualifying experience includes receptionist, records clerk, bookkeeper, and office manager.

OTHER WAYS TO QUALIFY:

Reachable on the Department of Civil Service eligible list for **Legal Assistant 1** or **Legal Assistant Trainee** (see *note below regarding traineeship requirements*).

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](#).

Employees appointed via the NY HELPS program are restricted for promotional appointment until their position is covered-in to the competitive class by the New York State Civil Service Commission (CSC), or they otherwise obtain permanent competitive status. The CSC has recently covered-in employees who were appointed via NY HELPS on a permanent or contingent permanent basis between June 26, 2024, and June 11, 2025. Notification to employees regarding a change in their status is forthcoming. You may wish to apply if you received a permanent NY HELPS appointment to a qualifying title within these timeframes and are interested in this opportunity. Your eligibility for promotion will be reviewed by Human Resources. Employees with a permanent NY HELPS appointment occurring effective 6/12/25 or later will be addressed with a subsequent cover-in.

TRAINEESHIP: Trainees must successfully complete a set training and development program to be advanced to the full performance level of this title. If you are appointed as a Trainee 1 (**CSEA, NS ~ equated to SG-11, current starting salary \$47,695; job rate \$58,447**), upon satisfactory completion of the 12-month training as a Trainee 1, you will automatically advance to Trainee 2 (**CSEA, NS ~ equated to SG-13, current starting salary \$53,413, job rate \$65,061**). Upon satisfactory completion of the 12-month training as a Trainee 2, you will advance to the full level of this title (**CSEA, SG-14**) without further examination.

DUTIES

This position is located within the Oil Spill Unit of the Civil Recoveries Bureau and performs the following duties:

- Draft correspondence and legal documents, such as summonses with notice, summonses, complaints, affidavits of service, judgments, default judgments, and lien releases.
- Draft and prepare discovery responses, such as interrogatory answers and document demands.
- Copy and assemble motion papers, discovery, and other documents for service.
- Oversee filing and/or service of litigation documents; track service of documents to ensure compliance with deadlines.
- Obtain relevant documentation from the Oil Spill Fund, DEC, county health department offices, fire marshals, and/or law enforcement entities; organize DEC files received from regional offices; communicate with DEC regional spill engineers, defendants, and/or defense counsel regarding facts of the case, relevant law, disclosure, and settlements.

- Use computer databases such as DMV, Lexis-Nexis, and the New York Department of State to conduct legal research and locate parties and assets of judgment debtors.
- Track and update case information on the Access computer database.
- Calculate interest on costs expended by the Oil Spill Fund.
- Track case developments by making entries in the Units' Access database.
- Organize files as needed.
- Order vouchers, costing reports, and liens from the Oil Spill Fund; track lien and release requests submitted to the Oil Spill Fund; request, track, and review title searches.
- Perform other duties as assigned.

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. 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 June 27, 2025