



## EMPLOYMENT ANNOUNCEMENT

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

\*Base salary will include an additional \$4,000 per year in downstate adjustment location pay.

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.

### **PREFERRED QUALIFICATIONS:**

Candidate should have excellent secretarial and interpersonal skills, particularly the ability to work in a team setting. Knowledge of law office and secretarial practices and procedures; office management and clerical processing; proper grammatical usage, punctuation, and spelling; and use of Word and Excel. Working knowledge of NYMatters.

### **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](#).

OR

55 B/C: This position is eligible for 55b/c appointment, and candidates with 55b/c eligibility are encouraged to apply. To be eligible for a 55b/c appointment, candidate must be currently enrolled in the Civil Service 55b/c program and must meet the minimum qualifications listed above.

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### **DUTIES**

- Draft correspondence based on verbal and written instructions from assigned attorneys.
- Assist with filing and serving of court documents.
- Assist in obtaining medical records and other documents pursuant to written authorizations.
- Coordinate information flow by acting as the liaison between staff and the public.
- Schedule meetings and appointments, including video conferencing.
- Resolve day-to-day operational problems.
- Design, set up, and maintain office filing systems (including electronic).
- Make travel arrangements, including the preparation and submission of travel vouchers for reimbursement.
- Review incoming correspondence and draft responses where appropriate.
- Review outgoing correspondence.
- Respond to questions relating to agency/bureau policies and procedures.
- Handle phone inquiries from attorneys and the public.
- Handle routine purchasing and ordering of supplies.
- Perform keyboarding tasks as assigned.
- Perform other duties as assigned.

### **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](mailto: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.*

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**Posted June 12, 2025**