



EMPLOYMENT ANNOUNCEMENT

TITLE: ADMINISTRATIVE ASSISTANT 1 OR TRAINEE
STATUS: PERMANENT
BUREAU: REAL ESTATE FINANCE (FOIL)
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 **\$45,695**, job rate \$52,413):
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.

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](#).

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.

DUTIES

- Gather documents responsive to assigned routine Real Estate Finance (REF) requests from digital files or paper archives and scan responsive paper files.
- Screen documents for necessary withholdings and redactions and name files in accordance with FOIL's filename conventions, flagging potential issues for FOIL Legal Assistants or FOIL AAG.
- Mark responsive documents for withholdings and redactions allowed under FOIL and prepare documents for FOIL AAG's review and production to requestor.
- Identify deficiencies in sponsors' digital submissions, communicate with sponsors' attorneys, and verify deficiencies are resolved.
- Perform searches for documents responsive to General FOIL requests for FOIL AAG's review.
- Verify requests, assign requests to other FOIL staff, draft correspondence for the FOIL AAG's review, and send out responsive records by statutorily mandated deadlines.
- Ensure correspondence in response to routine FOIL requests is sent within statutorily mandated time frames.
- AS needed, gather and review documents responsive to non-routine FOIL requests (*i.e.*, FOIL requests submitted through the General FOIL unit), determine applicable exemptions for redactions and withholdings, and complete "activities" in GovQA FOIL portal (uploading responsive documents, selecting applicable exemptions, and providing General FOIL with additional information as necessary).
- As needed, prepare and analyze FOIL statistics, propose changes to processes and procedures, and implement changes (including memorializing these changes in a FOIL manual).
- As needed, generate statistical reports for FOIL requests routed through General FOIL.

VACANCY ID # 190853

- As needed, process and respond to media requests, keeping the Press Office apprised of when new requests are received and when responsive documents are ready to go out.
- Other duties as needed.

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 June 24, 2025