

**EMPLOYMENT ANNOUNCEMENT**

**TITLE:** OFFICE ASSISTANT 2  
**STATUS:** CONTINGENT PERMANENT  
**BUREAU:** LEMIO  
**LOCATION:** NEW YORK CITY  
**SALARY GRADE (SG):** CSEA SG 9, current starting salary \$42,641, job rate \$52,413

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

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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.

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**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:**

- **Office Assistant 2** (CSEA SG 9, current starting salary \$42,641, job rate \$52,413)  
One year of clerical experience

**OTHER WAYS TO QUALIFY:**

Reachable on the Department of Civil Service Eligible list for Office Assistant 2.

OR

Eligible for a lateral transfer or eligible for transfer under 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**

- Organize and maintain electronic and paper files using Office of the Attorney General and Law Enforcement Misconduct Investigative Office (LEMIO) file management systems.
- Help LEMIO Chief, Assistant Attorney Generals, and Analysts to track assignments, case progress, and deadlines.
- Review and categorize incoming intakes.
- Update intakes with information gathered from electronic databases.
- Alert covered agencies to intakes received about their personnel.
- Coordinate onboarding of new LEMIO personnel.
- Review and manage office voicemail.
- Assist with and track correspondence with covered agencies and other stakeholders.
- Conduct initial phone calls with members of the public and people reporting law enforcement misconduct.
- Help coordinate and arrange for meetings and witness interviews.
- Make travel arrangements and prepare travel vouchers as requested.
- Manage and process expense reimbursement for LEMIO staff.
- Maintain current bureau and agency contact lists.
- Act as the liaison with Information Technology and the Administrative Services Bureau to maintain and procure supplies and equipment; submit supply orders and purchase requests.
- Assist with recruitment for new staff by coordinating interviews and gathering applications for the interviewers.
- 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 depend on the needs of each Bureau and will be communicated during interviews.

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## **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 26, 2025