

EMPLOYMENT ANNOUNCEMENT

TITLE: OFFICE ASSISTANT 2
STATUS: CONTINGENT PERMANENT
BUREAU: CIVIL RECOVERIES
LOCATION: ALBANY
SALARY GRADE (SG): CSEA SG 9, current starting salary \$42,641, job rate \$52,413

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.

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.

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.

OR

Non-Competitive promotion: If the number of interested candidates is three or fewer, a competitive examination will not be held and the agency, at its discretion, may nominate a qualified employee for non-competitive promotion under Section 52.7 of the Civil Service Law. Permanent appointments may be made by applicants who meet the position's minimum qualifications if all requirements of a non-competitive promotion are met. To be eligible for a non-competitive promotion, individuals must be an employee of the Office of the Attorney General and have at least one year of permanent competitive or 55b/c service in one of the qualifying titles. A list of the qualifying titles are available at: <https://www.cs.ny.gov/examannouncements/announcements/38687titles.cfm>.

DUTIES

- Assemble and prepare Statement for Judgment and Intent to Enter Default Judgment packages for filing at the County Clerk's office.
- Filing documents with the Albany County Clerk's Office along with Electronic Filing of Documents with the County Clerk.
- Tracking of documents sent to the County Clerk's office for filing.
- Saving and printing Filed Documents through the County Clerk Website.
- Ordering, Collating and Processing Notice of Entry documents.
- Reviewing, Processing and Electronic Filing of Stipulations of Settlement
- Processing Affidavits of Additional Mailing. Getting them Notarized and hand delivering them to the Post Office to be mailed daily.
- Learn the various tasks of the Operations Unit and provide back-up when necessary.
- Maintain a solid working knowledge of Microsoft Word and Access and learn to operate the OAG's proprietary databases.
- Operate and maintain office machines such as photocopiers, adding machines, calculators, printers, and the Pitney Bowes mail machine.
- 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.

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 #4459 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.*