

EMPLOYMENT ANNOUNCEMENT

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

**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.

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)

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

- Communicate by phone or face-to-face with paralegals, attorneys, architects, and IT staff to provide or gather information.
- Review forms or applications for subject matter content, completion, and accuracy within program segment of expertise and make appropriate determination. Gather additional information as necessary in order to process filings in a timely manner due to statutory deadlines.
- Verify check or payment receipts for filing fee, calculate as needed, and assign registration numbers or renew files. Handle returned checks by soliciting and processing replacement checks and reporting to the Budget and Fiscal Management Bureau.
- Gather, compile, and prepare data from manual or automated files including Oracle database and spreadsheet logs for various reports, publications, records, etc. Design formats for various reports and forms. Assist in gathering and compiling data for monthly statistical reports, as needed.
- Create, maintain, and update Record Room logs, templates, spreadsheets, and other documents. Prepare and edit draft correspondence including acceptance letters and other documents.
- Independently prepare written summaries and reports and apply REF procedures in support of assignments.
- Use spreadsheet to generate certificates/receipts. Create Excel formulas and scripts to assist with Record Room work and increase team efficiency.
- Monitor filings and submissions and take necessary action to avoid backlogs.
- Type, proofread, and review entries into a variety of databases; including the Paper Archive Management (PAM) system.
- Responsible for the storage, organization, retrieval, and delivery of files in the file room (as requested by REF attorneys, PI Team, etc.).
- Monitor and take action on RMS (Recruitment Management System) for intern applications.
- Coordinate interviews for internships, temporary and permanent positions including scheduling and participating in interviews.
- Train newly hired employees, conduct monthly team meetings, and help resolve any staff or procedural issues.
- Review subordinate employee's documentation to ensure proper spelling and grammar. Make appropriate corrections for format, accuracy and validity.
- Supervise employees in the Record Room in the absence of the Director. Act as backup for a variety of Record Room assignments such as amendments and plans.
- 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 #4461 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 September 10, 2025