

EMPLOYMENT ANNOUNCEMENT



TITLE: ADMINISTRATIVE ASSISTANT 2
STATUS: PERMANENT
BUREAU: LITIGATION
LOCATION: ALBANY
SALARY GRADE (SG): CSEA, SG-15 (\$59,787 – \$72,429)

MINIMUM QUALIFICATIONS

Reachable on the Department of Civil Service Eligible list for **Administrative 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](#).

This position reports to the Deputy Bureau Chief and performs the following duties:

- Keep track of issues assigned to the Deputy Bureau Chief and ensure that action on each is taken in a timely manner.
- Act as backup for the Bureau Chief's Administrative Assistant 2, performing the duties of both positions.
- Train administrative staff (including Administrative Assistant trainees and Administrative Assistant 1s) and manage workflow.
- Provide administrative support to assigned attorneys and legal assistants.
- Type and appropriately handle correspondence, memoranda, and legal documents for attorneys.
- Assemble packages of legal documents and arrange for them to be mailed by either overnight service, fax, or prepared for electronic filing/electronic service, or personally served.
- Maintain and update case information in NYMatters, such as players' addresses, judge assignments, case captions, etc.
- Liaise with other Bureaus and/or agencies as needed.
- Generate tables of authorities and tables of contents from legal documents for the Albany Litigation bureau.
- Review unaddressed incoming mail/correspondence. Forward documents, as appropriate, to the appropriate bureau or designated person for handling.
- Transmit memoranda seeking certification for outside counsel and maintain list of cases in which certification has been granted.
- Resolve day-to-day operational problems, troubleshoot problems with all office equipment, and handle service calls to vendors.
- Schedule Court Reporters for in-person and virtual depositions. Reserve conference rooms to accommodate in-person depositions when needed.
- Make all travel arrangements for assigned attorneys, create and submit appropriate travel requests for approvals, and enter expense reports in SFS for reimbursements.
- Manage and organize Bureau case files as needed. Organize assigned attorneys' files, ensuring that incoming documents are appropriately filed, and files are closed in a timely manner.
- Perform other duties as assigned.

PREFERRED QUALIFICATIONS: Must be proficient in Microsoft Word & Excel, and Adobe Acrobat, knowledge of PowerPoint is a plus.

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 the 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 # 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 October 17, 2025