

EMPLOYMENT ANNOUNCEMENT



TITLE: LAW DEPARTMENT DOCUMENT SPECIALIST OR
LAW DEPARTMENT DOCUMENT SPECIALIST TRAINEE

STATUS: CONTINGENT PERMANENT

BUREAU: REAL PROPERTY

LOCATION: ALBANY

SALARY GRADE (SG): SEE BELOW

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:

- **Law Department Document Specialist (LDDS)** (*Salary Grade 9, current starting salary \$42,641, job rate \$52,413*) Eighteen months of experience supporting the work of attorneys, paralegals, and investigative staff by independently producing the legal documents that are required to support judicial actions.
- **LDDS Trainee 2** (*NS Equated Salary Grade 8, current starting salary \$40,391, job rate \$49,743*): One year of experience supporting the work of attorneys, paralegals, and investigative staff by independently producing the legal documents that are required to support judicial actions.
- **LDDS Trainee 1** (*NS Equated Salary Grade 6, current starting salary \$36,232, job rate \$44,828*): There are no minimum education or experience requirements.

Traineeship Coursework:

If appointed at the traineeship level, you will need to complete the required coursework to advance to the full LDDS SG-9.

OTHER WAYS TO QUALIFY:

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

55 B/C: This position is eligible for 55b/c appointment, and candidates with 55b/c eligibility are encouraged to apply. To be eligible for a 55b/c appointment, the candidate must be enrolled in the Civil Service 55b/c program and meet the minimum qualifications listed above.

DUTIES

- Serve as a support staff member in the Bureau's Highway Section.
- Assist in the typing of documents prepared by the attorneys of the office (such as deeds, title certifications, reports of title and other real property closing documents) for various client agencies such as the Department of Transportation, Power Authority and Canal/Thruway Authority.
- Utilize Microsoft Word and Hot Docs in the creation of documents for the office, including proofreading and verification of information.
- Search office files to verify appropriate dates, spelling, etc., reconciling such information with appropriate documents in the file to insure proper spelling of words and correct figures in dates and amounts.
- Operate photocopiers and scanners, as necessary, utilizing the appropriate features of the machine to obtain the best copies.
- Fax, copy and scan documents as needed.
- Type or draft correspondence, reports, memorandums and legal documents based on verbal and/or written instruction.
- Edit legal work, as necessary, correcting any obvious syntax and grammar mistakes.
- Perform general office duties as assigned, such as managing routine correspondence and scheduling meetings.
- Maintain and close Section files in conjunction with the Bureau's File Room.
- Answer telephone/e-mails from client agencies and refer calls/e-mails to the appropriate staff member.
- Type labels for files as necessary.
- Answer calls/e-mails for attorneys requesting status updates of files and records.
- Assist with other matters as requested.

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.

ADDITIONAL COMMENTS

For new State employees appointed to graded positions, the annual salary is the hiring rate (beginning of the Salary Range) of the position. Promotion salaries are calculated by the NYS Office of the State Comptroller (OSC) in accordance with NYS Civil Service Law, OSC Payroll rules and regulations, and negotiated union contracts.

The Office of the NYS Attorney General (OAG) cannot provide sponsorship for work authorization. Candidates need to be authorized to work in the United States to be employed by this agency. It is incumbent upon employees to maintain work authorization for the duration of their employment with the OAG.

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 22, 2025