

EMPLOYMENT ANNOUNCEMENT



TITLE: LAW DEPARTMENT DOCUMENT SPECIALIST OR TRAINEE
STATUS: CONTINGENT PERMANET
BUREAU: WESTCHESTER REGIONAL OFFICE
LOCATION: WHITE PLAINS
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.

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:

Law Department Document Specialist (LDDS) (Salary Grade 9, Hiring Rate: \$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 1 (NS Equated Salary Grade 6, Hiring Rate: \$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](#).

DUTIES

Reporting to an Office Manager, the incumbent of the requested Law Department Document Specialist position will work cooperatively with other support staff and have the ability to use proper judgment in prioritizing work to meet deadlines.

Specific duties include, but are not limited to, the following:

- Confer with document originator to establish contents, nature, and priority level of documents.
- Process a variety of legal work, including orders, judgments, answers, notices of entry letters, fax cover memos, discovery, disposition transcripts, motions, etc.
- Edit legal work to comply with court rules and regulations.
- Enter documents, storing on computer; retrieve specific data for records.
- Maintain statistics related to document preparation.
- Organize and maintain records and indices of law cases and close out files.
- Perform receptionist duties, including responding to inquiries from the public.
- Maintain dockets and/or other filing systems.
- Copy and collate documents including motions, exhibits, discovery.
- Perform other duties as assigned.

HOURS

The agency's hours of operation are Monday through Friday, between 8:30 am and 5:00 pm (37.5 hours/week). Scheduling determinations are dependent upon 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 # 201211 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 24, 2025