

EMPLOYMENT ANNOUNCEMENT



TITLE: OFFICE ASSISTANT 2
STATUS: CONTINGENT PERMANENT
BUREAU: CLAIMS BUREAU
LOCATION: NYC

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)

- 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>.

Provisional Appointment: To be eligible for a provisional appointment, candidates must be a current NYS employee with one year of permanent service in an office assistant, clerical, or keyboarding title allocated to Grade 6 or higher. Qualifying titles are available at: <https://www.cs.ny.gov/examannouncements/announcements/38687titles.cfm>.

Note: Provisional appointments are made pending an exam and will be revoked if the selected candidate is not immediately reachable on the eligible list resulting from the next holding of the exam.

DUTIES

- Receive, screen, review, and verify Notice of Intentions, claims, and other documents for completeness and accuracy.
- Review and process documents in a timely manner using the NYMatters database. Including rejection letters and litigation hold letters.
- Process incoming mail and route appropriately.
- Scanning/copying of documents.
- Researching and completing affidavits based on information in the NYMatters database.
- Maintain, update, and correct records and files.
- Establish new files by creating folders and compiling relevant material.
- Receive, pick up, open, appropriately record, time stamp, sort, and distribute mail, e-mail, or other forms of correspondence or communication, or records.
- Process outgoing mail.
- Operate and maintain office machines such as photocopiers, adding machines, printers and the Pitney Bowes mail machine.
- Communication via phone, face-to-face, or electronically with internal and external entities to provide or gather information.
- Review forms and applications and make appropriate determinations. May process applications and requests that require additional research and consultation with higher level staff.
- Monitor filings and submissions; open and close cases in various programs used including but not limited to NYMatters, Access, Microsoft Office, and CourtAlert.
- Maintain archives as determined by the office specific area.
- Gather, compile, and prepare data from various sources for reports, records, publications, and communications.
- Respond to questions concerning the operation of the office specific area and resolve work issues.
- Coordinate arrangements for meetings, courses, and gatherings, i.e. arrange rooms, take attendance, insure required materials and equipment are available.

- Position may include transportation of documents throughout agency and/or to courts.
- 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.

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 #201991 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 November 5, 2025