

EMPLOYMENT ANNOUNCEMENT



TITLE: OFFICE ASSISTANT 1 STORES/MAIL

STATUS: PERMANENT

BUREAU: ADMINISTRATIVE SERVICES

LOCATION: NEW YORK CITY

SALARY GRADE (SG): CSEA SG 6 (\$36,232 - \$44,828)

*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.

NON-COMPETITIVE QUALIFICATIONS:

- **Office Assistant 1** (CSEA SG 6, current starting salary \$36,232, job rate \$44,828)
There are no minimum education or experience requirements for this title.

OTHER WAYS TO QUALIFY:

Reachable on the Department of Civil Service Eligible list for Beginning Office Assistant.

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

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

- Perform various maintenance duties to ensure the overall facility operations are maintained to meet health and safety standards.
- Monitor incoming work requests and provide professional and timely responses.
- Perform routine repairs and maintenance on equipment and facility structures.
- Evaluate immediate needs and prioritize work to maintain daily workflow based on operational needs.
- Take temperature readings in offices and surrounding areas.
- Assess the need for ordering supplies, materials, and equipment based on inventory levels.
- Receive, unload, unpack, sort, store, count, and distribute goods received, following established procedures.
- Advise supervisor upon receipt of damaged goods or incomplete or incorrect shipments.
- Issue and deliver goods from stock according to procedure.
- May package goods for shipment.
- Answer questions from and provide information to various parties regarding agency activities, transactions, and procedures. Refer inquiries as necessary.
- Operate various communication systems such as telephones and computers, and keep records of such communications.
- Schedule appointments and meetings using various office tools.
- Perform routine processing activities, including checking forms for completeness and accuracy.
- Set up conference rooms for meetings and events.
- Minor appliance repair/maintenance.
- Operate and perform basic cleaning and maintenance on office machines and equipment. Clear paper jams in copiers, scanners, and printers; replace toner cartridges; and clean keyboards and screens.
- Mount bulletin and dry-erase boards.
- Minor furniture assembly/repair.
- Set up workstations and cubicles for incoming employees.
- Plan or assist in the layout and cleanliness of storage areas. Keep shelves and stock clean, neat, and in proper place.
- Assist with furniture delivery and placement.
- Receive, pick up, deliver, open, appropriately record, time stamp, sort, and distribute mail, e-mail, or other forms of correspondence or communication, or goods, materials, or stores.
- Maintain files, correspondence, documents, records, materials, and stores pursuant to guidelines.
- Maintain various listings for mail service purposes.
- Process outgoing mail by inserting letters into envelopes, sealing envelopes, and applying correct postage.
- May operate a motor vehicle to pick up and deliver mail and travel to other facilities.
- Move and arrange heavy office equipment as needed.
- Perform other duties as assigned

**This position requires the use of various mail processing equipment, such as, but not limited to, printers, copiers, sorters, inserters, postage machines, scanners, labelers, binding equipment, etc. Additionally, the position requires the use of pallet jacks, dollies, and other material handling equipment. Must have the ability to push, pull, lift, and carry heavy objects and equipment (50+ lbs.).*

Preferred Qualifications: *Demonstrate reliability and trustworthiness. Ability to work independently or with other individuals in a project/team setting in accordance with supervisory guidance and direction. Ability to get along with and interact well with different groups of people, including co-workers, management, and the public. Good verbal and written communication skills.*

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. If a certificate or degree is required to demonstrate that you meet the minimum qualifications, you must provide proof that you hold the required certificate or degree. 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 November 6, 2025