

## EMPLOYMENT ANNOUNCEMENT



**TITLE:** ADMINISTRATIVE ASSISTANT 1 OR  
ADMINISTRATIVE ASSISTANT TRAINEE 1 / 2

**STATUS:** CONTINGENT-PERMANENT

**BUREAU:** SUFFOLK REGIONAL OFFICE

**LOCATION:** HAUPPAUGE

**SALARY GRADE (SG):** CSEA (SEE BELOW)

**\*Positions in Suffolk County receive an additional \$4,000 in location pay added to the base annual salary.**

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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).

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### **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:**

- **ADMINISTRATIVE ASSISTANT 1 (CSEA, SG 11, current starting salary \$47,695, job rate \$58,447)\***

*Two years of experience in administrative support, which includes use of office software (e.g., email, word processing), provision of customer service, business writing, and/or office administration.*

*Substitution: Certification (e.g., IAAP Certified Administrative Professional) or associate's degree in office administration, secretarial science, administrative assistance, paralegal, business technology, or office technology substitutes for two years of experience.*



- **ADMINISTRATIVE ASSISTANT TRAINEE 2** (CSEA, NS ~ equivalent to SG 10, current starting salary \$45,081, job rate \$55,322)\*

*One year of experience in administrative support, which includes use of office software (e.g., email, word processing), provision of customer service, business writing, and/or office administration. To be advanced to the full performance level of this title you must successfully complete a set training and development program. Upon satisfactory completion of the 12-month training as a Trainee 2 you will advance to the full level of this title (CSEA, SG 11) without further examination.*

- **ADMINISTRATIVE ASSISTANT TRAINEE 1** (CSEA, NS ~ equivalent to SG 8, current starting salary \$40,391, job rate \$49,743)\*

*Six months of experience in administrative support, which includes use of office software (e.g., email, word processing), provision of customer service, business writing, and/or office administration. To be advanced to the full performance level of this title you must successfully complete a set training and development program. Upon satisfactory completion of the 12-month training at the Trainee 1, you will automatically advance to Trainee 2.*

### **OTHER WAYS TO QUALIFY:**

**Current State Employees:** Eligible for a lateral transfer or eligible for transfer under 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:

<https://careermobilityoffice.cs.ny.gov/cmo/gotit/title-search/>.

**NOTE:** Employees appointed via the NY HELPS program are restricted for promotional appointment until their position is covered into 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. 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.

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.

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### **DUTIES**

- Answer telephones, take messages and transfer to voicemail as appropriate.
- Review incoming correspondence to determine their significance and distribute appropriately.
- Open, review, sort and distribute mail. Communicate with other bureaus and offices to determine how to redirect mail as appropriate.
- Prepare outgoing correspondence and legal documents as assigned, including review of outgoing correspondence for proper grammatical usage and accuracy.
- Design and maintain case files and correspondence files.
- Schedule meetings and maintain appointment calendars.
- Maintain calendars for upcoming deadlines.
- Make travel arrangements, including booking of transportation and lodging, and completion of OAG travel documentation.
- Prepare purchasing requests, vouchers, reimbursement requests, and related documentation.
- Maintain and order office supplies.



- Train new staff members and assign work to clerical staff or student assistants.
  - Review office procedures and forms. Recommend changes, when appropriate.
  - Maintain and update NYMatters or other case-management databases.
  - Prepare case files closed by attorneys for shipment to archived records, retrieve case files as requested, and maintain and update paper archive management system.
  - Ensure that office equipment is in working order.
  - Produce monthly bureau reports and trial calendar.
  - Perform other duties as assigned.
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## **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).

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## **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. This agency does not participate in E-Verify for work authorization purposes.

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## **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](mailto: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.*

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**Posted December 8, 2025**