

EMPLOYMENT ANNOUNCEMENT

**TITLE: INFORMATION TECHNOLOGY SPECIALIST 3****STATUS: CONTINGENT-PERMANENT****BUREAU: INFORMATION TECHNOLOGY****LOCATION: LATHAM****SALARY GRADE (SG): PEF SG23 (\$86,681 - \$109,650)**

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:

Five years of professional experience in the following computer related areas: network, server, storage, and systems management; telecommunications, IT customer support and training; computer installation, diagnosis, and repair; technical writing; computer security; knowledge management; database administration, design, and management; internet/intranet development, design, and maintenance; information technology project management; design and development of geographic information systems or computer aided drafting applications; computer programming; business/systems analysis; program design; or program testing.

OR

A bachelor's degree in any field including or supplemented by 15 semester credit hours in computer science and two years of experience; or a bachelor's or higher-level degree in any field and three years of experience; or an associate degree with 15 semester credit hours in a computer science field and four years of experience.

PREFERRED QUALIFICATIONS:

- 3+ years of development or administrative work in ServiceNow or similar system.
- Experience using ServiceNow data tables and ITSM processes and building the related security architecture for multiple user populations.
- Professional certification as a ServiceNow Certified Application Developer (CAD).
- Experience integrating ServiceNow with other platforms via available API's.

- Strong organizational skills.
- Ability to analyze complex situations and provide solutions.
- Excellent attention to detail.
- The ability to react quickly to shifting priorities.
- Ability to work independently and collaboratively in a team environment.

OTHER WAYS TO QUALIFY:

Reachable on the Department of Civil Service Eligible list for Information Technology Specialist 3.

OR

Eligible for a lateral transfer or eligible for transfer under 52.6 or 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

This position will be a member of the ServiceNow team within the IT Client/Delivery Services section, which is responsible for ServiceNow development and administration, first and second level customer support, desktop and software support, asset inventory tracking and the coordination of enterprise-wide software and hardware initiatives.

- Work on all aspects of the OAG's ServiceNow implementation, including the customer self-service portal, Configuration Management Database (CMDB), workflow development and user account management.
- Design, develop, implement and support new Configuration Items (CI's) and modules, including catalog item form pages, custom end-to-end workflows, business rules, client scripts, UI policies, CMDB changes and other configurations as needed.
- Collaborate with stakeholders across IT and other departments to update and implement policies/procedures, change management, notifications and user/group management.
- Create custom reports and dashboards to monitor service performance and provide actionable insights.
- Build out the existing platform implementation to onboard additional OAG bureaus and modules to the system.
- Develop and maintain platform documentation, including configuration guides and process workflows.
- Maintain a comprehensive knowledge of the ITSM, ITAM, ITOM and software life-cycle processes.
- Assist with managing the content within the ServiceNow knowledge base and improve its use through regular updates and feedback review.
- 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. This agency does not participate in E-Verify for work authorization purposes.

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 December 3, 2025