

EMPLOYMENT ANNOUNCEMENT

**TITLE:** COLLECTION & CIVIL PROSECUTION SPECIALIST 1**STATUS:** CONTINGENT-PERMANENT**BUREAU:** CIVIL RECOVERIES – STUDENT RECOVERIES UNIT**LOCATION:** ALBANY**SALARY GRADE (SG):** CSEA SG14, current starting salary \$56,506, job rate \$68,630

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:

- Two years of full-time experience in the collection of debts or two years of full-time experience as a Legal Assistant.

Substitution:

An associate or higher degree in legal assistant/paralegal studies or law from a regionally accredited college or university accredited by the Accrediting Council for Independent Colleges and Schools (ACICS), or one cited by the American Bar Association (ABA) as following acceptable practices; or completion of a legal assistant/paralegal studies non-degree certificate program where the certificate was issued by a regionally accredited or ACICS accredited college or university or one cited by the American Bar Association as following acceptable practices may substitute for two years of experience.

OTHER WAYS TO QUALIFY:

Reachable on the Department of Civil Service Eligible list for Collection & Civil Prosecution Specialist 1.

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](#).

DUTIES

- Locate and contact debtors; arrange payment schedules.
- Respond to inquiries from debtor, client, attorneys, bureau staff or third parties. Answer questions, including debtor obligations, consequences of non-payment (legal action, judgment enforcement).
- Gather information and documentation, assisting in legal research.
- Assist staff attorney in case preparation.
- Become familiar with waivers, deferments and cancellations in cases involving student loans and State University of NY charges. Determine that all monies have been properly credited to account. Gather evidence, when appropriate, needed to substantiate cancellation of debt.
- Send written correspondence by selecting and modifying bureau forms or by creating response when forms are not appropriate.
- Prepare judgment, post-judgment enforcement and discovery papers for attorney signature.
- Become familiar with Silvercar, Word, LEXIS and other bureau case management packages.
- Upon request, send updates of accounts to defendants. Investigate discrepancies between unit records and client records. Become familiar with accrual of interest, collection fees, and other costs which may be added to account.
- Close cases, when appropriate.
- Review weekly and monthly reports for appropriate action.
- Handle the Student Recoveries call line one day per week.
- 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 8, 2025