



**Executive Division – New York City**  
**Special Assistant**  
**Reference No. EXEC\_NYC\_SA\_6421**

**Application Deadline is February 20, 2026**

The [Executive Division](#) in the Office of the New York State Attorney General (OAG) is seeking an experienced professional to serve as Special Assistant (SA) to the Attorney General's Chief of Staff (COS). The ideal candidate is someone who is energized by the opportunity to work at the heart of a dynamic, high-impact government office; who brings excellence, a sense of ownership, and a high-attention to detail to everything from policy briefings to day-to-day administrative tasks; who is eager to work closely with top leadership; and who combines a deep interest in law and policy with the professionalism needed to effectively self-manage scheduling, logistics, and the related follow-up with care and precision. The position will report to the COS and is located in the New York City office.

**Duties:**

- Provide day-to-day support to the COS, including managing the COS's calendar, triaging incoming requests, calls, and visitors; scheduling meetings; overseeing multiple calendars; and arranging travel.
- Manage internal and external meetings, including researching and preparing materials, organizing participant schedules, tracking follow-up, and maintaining relationships.
- Manage the flow of legal and policy documents in alignment with meeting schedules and strategic planning; ensure timely internal and external follow-up to support decision-making.
- Prepare briefings, case summaries, memoranda, and reports.
- Coordinate the planning and execution of special projects and other administrative duties as assigned.

**Qualifications:**

- At least **three (3) years** of relevant experience in either the public or private sectors.
- Proactive and organized, with excellent time management and multi-tasking skills. Must be capable of self-managing work assignments and priorities; this includes simultaneously handling recurring/ongoing tasks while advancing longer-term, strategic projects.
- Strong verbal, writing, editing, research, and analytical skills.
- Highly collaborative with strong interpersonal and relationship management skills.
- Sound judgment with the ability to handle sensitive and confidential information with discretion.
- A commitment to public service and a genuine interest in the work of OAG.
- Availability for occasional nights and weekends is required.

**The annual salary for this position is \$88,345 plus \$4,000 in location pay.** As an employee of OAG, you will join a team of dedicated individuals who work to serve the people of our state through a wide variety of occupations. We offer a comprehensive New York state benefits package, including paid leave, health, dental, vision and retirement benefits, and family-friendly policies. Additionally, OAG offers a robust Workplace Flexibilities Program with multiple options for employees, including telecommuting (up to two days per week) and alternative work schedules.

*Candidates from diverse backgrounds are encouraged to apply.  
The OAG is an equal opportunity employer and is committed to workplace diversity.*

**How to Apply**

**Applications are being received online.** To apply, please click on the following link: [EXEC NYC SA 6421](#)

**To ensure consideration, applications must be received by close of business on February 20, 2026.**

Applicants must be prepared to submit a complete application consisting of the following:

- **Cover Letter**
  - You may address your letter to the Legal Recruitment Unit.

- Indicate why you are interested in this position and what makes you a strong candidate. You may wish to include information about what life experiences you will bring to the position that will enhance OAG’s ability to better serve the diverse population of this state.
- **Resume**
- **Writing Sample**
  - Your sample should demonstrate your ability to analyze and organize information into an effective document that is well-organized and error-free.
  - If needed, please include a cover page to provide the reviewer with any relevant context or background information.
- **Reference List**
  - Submit a list of three (3) professional references; supervisory references are preferred.
  - For each reference, indicate the nature and duration of your relationship.
  - Include contact information and email addresses for each reference.
  - Please note that your references will not be contacted until after you interview for the position.

**If you have questions regarding a position with OAG, the application process, or need assistance with submitting your application, please contact Legal Recruitment via email at [recruitment@ag.ny.gov](mailto:recruitment@ag.ny.gov) or phone at 212-416-8080.**

**For more information about OAG, please visit our website: [ag.ny.gov](http://ag.ny.gov)**