

# EMPLOYMENT ANNOUNCEMENT

**TITLE: INFORMATION TECHNOLOGY SPECIALIST 2****STATUS: CONTINGENT-PERMANENT****BUREAU: INFORMATION TECHNOLOGY****LOCATION: LATHAM****SALARY GRADE (SG): PEF SG18 (\$66,951-\$85,138)**

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.

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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:**

- A bachelor's or higher-level degree including or supplemented by 15 semester credit hours in computer science.  
OR
- A bachelor's or higher-level degree in any field and one year of experience in information technology.  
OR
- 60 semester credit hours including or supplemented by 15 semester credit hours in computer science and one year of professional experience in information technology.  
OR
- Two years of professional experience in information technology.

### **NY HELPS:**

You must be currently reachable on the appropriate eligible list for this title, eligible under the 55 b/c program, or eligible to transfer to this title under Section 52.6 and/or 70.1 of the Civil Service Law.

### **PREFERRED QUALIFICATIONS:**

- Experience with network switches and routers.
- Experience with DNS, DHCP and IPAM.
- Experience with network monitoring tools and troubleshooting networking issues.

- Experience with Palo Alto Firewalls.
- Experience with cloud networking.
- Experience with Cisco Meraki Wireless.
- Experience with VOIP & Video Conferencing.
- Experience with SDWAN solutions.
- Experience supporting end-users in a help desk or similar user support role.
- Experience with Service Now modules, including change control, incident management and requests.

### **DUTIES**

Under the direction of an Information Technology Specialist 3, SG-23, the Information Technology Specialist 2, SG-18, will support the Data Communications unit of the Information Technology Infrastructure & Operations section. The incumbent will be responsible for the monitoring, maintenance and support of department network equipment and infrastructure supporting the LAN, WAN, firewalls, cloud networks, wireless, VOIP, and video conferencing. The incumbent will help support modernization initiatives for the core network and communications platform as part of the Data Communications team. This position is vital in the maintenance of the critical infrastructure of the OAG.

- Maintain, support, monitor LAN and WAN network infrastructure for all OAG locations.
- Maintain, support, monitor cloud networks in Microsoft Azure, Amazon, and Oracle Cloud Infrastructure (OCI).
- Maintain, support Cisco Meraki Wireless network infrastructure for all OAG locations.
- Maintain, support Palo Alto firewall security and VPN configurations.
- Provide support for network systems and troubleshoot performance and data issues.
- Maintain security policies for networking infrastructure and equipment.
- Create documentation and diagrams of networking architecture and infrastructure.
- Develop and implement test plans for new equipment and designs.
- Review and support circuit inventories & maintenance.
- 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). Scheduling determinations depend on the needs of each Bureau and will be communicated during interviews.

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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.

#### **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 January 5, 2026**