

EMPLOYMENT ANNOUNCEMENT



TITLE: OFFICE ASSISTANT 1

STATUS: CONTINGENT PERMANENT

BUREAU: CLAIMS

LOCATION: ALBANY

SALARY GRADE (SG): CSEA SG 6 (\$36,232 - \$44,828)

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:

There are no minimum education or experience requirements for this title.

OTHER WAYS TO QUALIFY:

Reachable on the Department of Civil Service Eligible list for Beginning Office Assistant.

OR

Eligible for a lateral transfer or eligible for transfer under 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

- Processes all incoming mail, including opening, date-stamping, entering pertinent case information into NYMatters (OAG's case management database), including conducting related searches for existing records; distributes correspondence, pleadings, and litigation papers to appropriate staff attorneys or directs them to the proper bureau for further action.
 - Reviews incoming mail for legal requirements, prepares rejections as necessary, and/or updates NYMatters, including assigned staff, with pertinent information.
 - Scans required legal documents and prepares required memos and letters, as necessary.
 - Processes all electronically and hard copy mail received from the Court of Claims including entering information into NYMatters, emailing the assigned AAG and Claims contact staff (or agency, as applicable), and updating the electronically stored files.
 - Packages outgoing mail and routes to appropriate bureaus.
 - Monitors Albany Claims Bureau E-filing and Albany Claims Bureau mailboxes, including downloading and processing, as necessary.
 - Prepares closed cases for transfer to PAM (OAG's archive management system), retrieves closed files from offsite storage, and purges cases which have met OAG's retention guidelines.
 - Prioritizes work ensuring procedural and deadlines are met.
 - Operates computer programs including, but not limited to, File Explorer, Outlook, Word, Adobe, Oracle databases such as PAM, OBIEE, etc. and any other OAG electronic software program, as required.
 - Answers the bureau's reception phone line, sends and distributes faxes, responds to the security door and accepts deliveries.
 - Makes occasional deliveries or pick-ups at the courts or other agencies.
 - Performs 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.

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.

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 January 6, 2026