



TITLE: **LEGAL ASSISTANT 2**
STATUS: **CONTINGENT-PERMANENT**
BUREAU: **CLAIMS**
LOCATION: **NEW YORK CITY**
SALARY GRADE: **PEF, SG 17 (\$63,361 - \$80,655)***

***Positions located in New York City have an additional \$4,000 added to the base annual salary in location pay.**

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:

A minimum of **three years** of full-time experience as a Paralegal/Legal Assistant (see "Definition" below).

OR

An associate degree (or higher) in a **Paralegal/Legal Assistant/Legal Studies program** or a **certificate in a Paralegal/Legal Assistant program** where the degree was granted from a regionally accredited college or university or one approved by the American Bar Association (ABA) AND **one year** of full-time experience as a Paralegal/Legal Assistant (see "Definition" below).

OR

An associate degree (or higher) in any field where the degree was granted from a regionally accredited college or university or one approved by the American Bar Association (ABA) AND **two years** of full-time experience as a Paralegal/Legal Assistant (see “Definition” below).

OR

Graduation from an accredited (ABA approved) law school with a degree required for NYS Bar AND **two years** of full-time experience as a Paralegal/Legal Assistant (see “Definition” below).

Definition: a Paralegal/Legal Assistant is someone who applies knowledge of the law and legal procedures in rendering direct assistance to lawyers, clients, and courts; prepares and interprets legal documents and forms; researches, compiles, and uses information from legal materials to provide both written and verbal comments on their findings; and analyzes and handles routine procedural problems independently with minimal attorney oversight.

Examples of “**non-qualifying experience**”: receptionist, records clerk, bookkeeper, office manager.

OTHER WAYS TO QUALIFY:

Reachable on the Department of Civil Service Eligible list for **Legal Assistant 2**.

OR

Eligible for transfer under 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: <https://careermobilityoffice.cs.ny.gov/cmo/gotit/title-search/>.

NOTE: Employees appointed via the NY HELPS program are restricted for promotional appointment until their position is covered into the competitive class by the New York State Civil Service Commission (CSC), or they otherwise obtain permanent competitive status. The CSC has covered-in employees who were appointed via NY HELPS on a permanent or contingent permanent basis between June 26, 2024, and June 11, 2025. You may wish to apply if you received a permanent NY HELPS appointment to a qualifying title within these timeframes and are interested in this opportunity. Your eligibility for promotion will be reviewed by Human Resources. Employees with a permanent NY HELPS appointment occurring effective June 12, 2025, or later will be addressed with a subsequent cover-in.

DUTIES

This position is within the Claims Bureau of our New York City offices and performs the following duties:

- Draft Tort and Medical Malpractice Answers and Discovery Demands.
- Draft pre- and post-Answer motions.
- Perform Jury Verdict searches and analyze damage awards and settlement values.
- Perform legal research using traditional and electronic reference sources regarding general negligence and medical malpractice law and policy issues.
- Communicate with Court personnel regarding applicable rules and procedures.
- Communicate with client agencies and individual defendants.
- Calculate and calendar due dates for pleadings and motion return dates.
- Draft legal responses and correspondence to Courts, adversaries, and co-defendant counsel.
- Draft and assemble briefs, tables, affidavits, exhibits, and other documents for trial.
- Use and maintain electronic case management system for all cases, including attaching all documents and updating relevant case information for each matter.
- Review and analyze discovery responses and medical records.

- Analyze and digest large amounts of data and present in a cogent manner.
- Assist attorneys with trial preparation, including digesting deposition transcripts, drafting briefs, motions, exhibits, and other documents for use at trial.
- Utilize Shepard's citations and other legal reference sources to check cases cited in legal papers prepared by attorneys to ensure accuracy and relevancy of case law.
- Assist attorneys with document production including required redactions and bates numbering.
- Respond to inquiries from the Court, client agencies and Bureau attorneys.
- Maintain and develop lists and spreadsheets for case tracking purposes.
- Prepare and electronically file with the Courts all relevant legal documents.
- Liaison with Managing Attorney's Office regarding filing and service of legal documents.
- Collaborate with client agencies' risk management departments and internal bureau investigators.
- Complete routine investigations, including obtaining records and documents from client agencies.
- Gather information from various outside sources and prepare a detailed analysis.
- Prepare finding of decisions and findings of fact.
- Prepare opinions on routine matters.
- Set priorities and independently manage deadlines in accordance with strict timeframes.
- Alert attorneys as to deadlines, defects, conflicts, and questions.
- Perform 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 the hiring 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.*
