

EMPLOYMENT ANNOUNCEMENT



TITLE: PROGRAM AIDE

STATUS: CONTINGENT PERMANENT

BUREAU: CIVIL RECOVERIES (STUDENT RECOVERIES UNIT)

LOCATION: ALBANY

SALARY GRADE (SG): CSEA SG 13 (Hiring Rate: \$53,413; Job Rate: \$65,061)

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

Reachable on the Department of Civil Service Eligible list for Program Aide.

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](#).

DUTIES

- Skip tracing - using all resources available to locate debtors with bad addresses on returned mail.
- Conduct NY State Department of Motor Vehicle Searches on debtors and follow all protocols.
- Become a Notary Public and be available to notarize documents for the Student Recoveries Unit (SRU).
- Request Death Certificates for debtors believed to be deceased.
- Assist with electronic filing of litigation documents.
- Monitor SRU Call Center voicemail messages, make record of calls and forward messages to appropriate staff for follow up.
- Monitor SRU Email Line, make record and forward messages to appropriate staff for follow up.
- Assist with opening and closing of files.
- Serve as a backup for judgment enforcement legal work including the issuance of income executions, information subpoenas, and coordination of enforcement efforts with County Sheriff offices.
- Assist with compiling information necessary to respond to disputes from debtors.
- 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 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 #209771 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 February 18, 2026