

EMPLOYMENT ANNOUNCEMENT



TITLE: ADMINISTRATIVE SPECIALIST 1 OR TRAINEE
STATUS: PERMANENT
BUREAU: ENVIRONMENTAL PROTECTION
LOCATION: NEW YORK CITY
SALARY GRADE (SG): See Below

***Positions located in New York City receive an additional \$4,000 downstate adjustment location pay annually.**

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:

- **Administrative Specialist 1 (PEF SG 18, current starting salary \$66,951, job rate \$85,138):**
A bachelor's degree and two years of professional experience providing administrative and staff support to executives, program managers, and staff, boards, or commissions by overseeing budget, human resources, and business services activities for an organization or program.

Substitution: A Juris Doctor, master's, or higher degree in a related field can substitute for one year of specialized experience.

- **Administrative Specialist Trainee 2 (PEF NS Equated SG 16, current starting salary \$59,994, job rate \$76,359):**
A bachelor's degree and one year of professional experience providing administrative and staff support to executives, program managers and staff, boards, or commissions by overseeing budget, human resources, and business services activities for an organization or program.

Substitution: A Juris Doctor, master's or higher degree in a related field can substitute for one year of specialized experience.

- **Administrative Specialist Trainee 1** (*PEF NS Equated SG 14, current starting salary \$53,764, job rate \$68,630*):
A bachelor's or higher degree.

Successful completion of a two-year traineeship leads to appointment as an Administrative Specialist 1, SG-18.

OTHER WAYS TO QUALIFY:

Reachable on the Professional Careers Opportunities (PCO) eligible list or the Public Administration Trainee Transition (PATT) list.

OR

Eligible for a lateral transfer or eligible for transfer under Sections 70.1 or 52.6 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, candidate must be currently enrolled in the Civil Service 55b/c program and must meet the minimum qualifications listed above.

DUTIES

Executive & Calendar Support

- Manage and maintain the Bureau Chief's calendar, conference room schedules, and the overall office calendar, ensuring accuracy and efficient use of time.
- Screen and prioritize incoming calls and correspondence for the Bureau Chief, exercising sound judgment in routing and responding to inquiries.
- Serve as a primary point of contact for internal and external clients, delivering a consistently professional and welcoming experience.

Legal & Litigation Support

- Assist attorneys with project coordination, meeting preparation, and trial readiness, including the preparation, copying, and organization of court documents, filings, and exhibits.
- Process invoices for specialized legal services, including expert witnesses, court reporters, and language service providers.
- Coordinate with the mail room, print shop, law library, IT department, and the managing attorney's office to meet ongoing litigation needs.
- Communicate daily with complainants and stakeholders regarding environmental and legal concerns by telephone, providing timely and accurate information.

Financial & Office Operations

- Manage all aspects of travel arrangements, including the processing and reconciliation of travel expenses through the Statewide Financial System (SFS), and coordinate Fleet Vehicle and key requests.
- Reconcile all procurement card (P-Card) charges, supply orders, and invoice payments in a timely and accurate manner.
- Oversee general office administration, including mailing, document formatting, records archiving, data entry, and facility-related service requests such as printer maintenance and office repairs.

Human Resources & Recruitment

- Serve as the Bureau's designated Hiring Contact, administering the Recruitment Management System (RMS) for job postings and candidate management.

- Coordinate with Legal Recruitment to support the hiring of staff and the placement of law school interns for fall, spring, and summer terms.
- Facilitate new hire and intern onboarding by requesting system access and accounts as required.
- Track and monitor the timely submission of employee performance evaluations, escalating matters to management as needed.
- Arrange specialized training programs in response to management directives and identified staff development needs.
- May supervise legal assistants and support staff, performing the full range of supervisory functions as assigned.

Policy Analysis & Strategic Support

- Analyze operational workflows and identify opportunities for improvement, developing specific, actionable recommendations to enhance efficiency and effectiveness.
- Respond to inquiries from Bureau management and staff regarding agency policies, rules, and regulations; evaluate proposed policy changes and provide written analysis outlining potential impacts, benefits, and challenges.
- Collaborate closely with Bureau leadership to resolve issues involving support staff and attorneys, and interface with other Bureaus and agencies as directed.
- Perform all other duties as assigned.

HOURS

The agency's hours of operation are Monday through Friday, between 8:30 am and 5:00 pm (37.5 hours/week). Scheduling determinations are dependent upon 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 # 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 March 4, 2026