

VACANCY ID #

## EMPLOYMENT ANNOUNCEMENT



**TITLE:** LEGAL ASSISTANT 1  
**STATUS:** CONTINGENT-PERMANENT  
**BUREAU:** CLAIMS  
**LOCATION:** NEW YORK CITY  
**SALARY GRADE:** CSEA, SG-14  
(Hiring Rate: \$56,506, Job Rate: \$68,630)\*

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

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We are seeking talented and motivated support staff to work with our attorneys and other staff 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

Candidates must have:

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

OR

An **associate degree** (or higher) in **Paralegal/Legal Assistant/Legal Studies** 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).

OR

An **associate degree 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 one year** of full-time experience as a **Paralegal/Legal Assistant** (see “Definition” below).

Substitution: Graduation from an accredited (ABA approved) law school with a degree required for NYS Bar will be accepted as meeting the educational and experience requirements for this title.

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.

**\*\*\*Non-qualifying** experience includes receptionist, records clerk, bookkeeper, and office manager.

## OTHER WAYS TO QUALIFY

Reachable on the Department of Civil Service eligible list for **Legal Assistant 1**.

OR

Eligible for transfer under **Section 70.1 or 70.4** of the Civil Service Law. Eligible candidates must meet any special qualifications or conditions required for transfer.

*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 recently covered-in employees who were appointed via NY HELPS on a permanent or contingent permanent basis between June 26, 2024, and June 11, 2025. Notification to employees regarding a change in their status is forthcoming. 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 6/12/25 or later will be addressed with a subsequent cover-in.*

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## DUTIES

In close association with an attorney or attorneys, Legal Assistants perform a variety of paralegal activities that require formal education and experience. Incumbents compile and organize files and documentation; prepare and assist in the preparation of legal documents and forms; catalog information; update databases or spreadsheets; and prepare correspondence. This Legal Assistant 1 position is in the Claims Bureau, and the incumbent performs the following duties:

- Drafts Tort and Medical Malpractice Answers and Discovery Demands.
- Drafts pre- and post-Answer motions.
- Performs Jury Verdict searches and analyzes damage awards and settlement values.

- Performs legal research using traditional and electronic reference sources regarding general negligence and medical malpractice law and policy issues.
- Communicates with Court personnel regarding applicable rules and procedures.
- Communicates with client agencies and individual defendants.
- Calculates and calendars due dates for pleadings and motion return dates.
- Drafts legal responses and correspondence to Courts, adversaries, and co-defendant counsel.
- Drafts and assembles briefs, tables, affidavits, exhibits, and other documents for trial.
- Uses and maintains electronic case management system for all cases, including attaching all documents and updating relevant case information for each matter.
- Requests, reviews and analyzes discovery responses and medical records.
- Analyzes and digests large amounts of data and presents in a cogent manner.
- Assists attorney with trial preparation, including digesting deposition transcripts, drafting briefs, motions, exhibits, and other documents for use at trial.
- Utilizes 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.
- Assists attorneys with document production including required redactions and bates numbering.
- Responds to inquiries from the Court, client agencies and Bureau attorneys.
- Maintains and develops lists and spreadsheets for case tracking purposes.
- Utilizes internal tracking systems, calendars, and reporting software.
- Assist with e-filing documents in NYSCEF and monitoring assigned cases in NYSCEF.
- Liaisons with Managing Attorney's Office regarding filing and service of legal documents.
- Collaborates with client agencies' risk management departments and internal bureau investigators.
- Completes routine investigations, including obtaining records and documents from client agencies.
- Gathers information from various outside sources and prepares a detailed analysis for review.
- Maintains or oversees tracking systems, calendars, and reporting systems.
- Alerts attorneys as to deadlines, defects, conflicts, and questions.
- Performs other duties and special projects as assigned, including providing backup to administrative support staff within the office, as necessary.

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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 the hiring 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.

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## 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.*

*The Office of the NYS Attorney General provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify us at [HR.Recruitment@ag.ny.gov](mailto:HR.Recruitment@ag.ny.gov) or (518) 776-2500.*

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