

VACANCY ID #4489

## EMPLOYMENT ANNOUNCEMENT



**TITLE: OFFICE ASSISTANT 1**

**STATUS: CONTINGENT PERMANENT**

**BUREAU: BUDGET AND FISCAL MANAGEMENT**

**LOCATION: ALBANY**

**SALARY GRADE (SG), PART-TIME (50%): CSEA SG 6 (\$36,232 - \$44,828)**

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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.

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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:**

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

The incumbent will report to the Accounts Payable Supervisor in the Budget and Fiscal Management Bureau and shall perform a variety of clerical and office support duties that require substantive knowledge of rules, regulations, and procedures that apply to processing accounts payable vouchers in SFS. Specific duties for this position include, but are not limited to, the following:

- Verify invoices for agreement with purchase order or contract and assure required paperwork and approvals are present and facilitate payment in the State's Financial System (SFS).
- Reconcile monthly paper and VISA statements using online Statewide Financial System (SFS) for OAG Staff.
- Resolve work problems.
- Receive incoming mail; open, sort, and distribute to staff as well as receive and transmit electronic mail.
- Greet visitors, answer telephones, respond to standard inquiries concerning program, policy and procedure and refer more technical questions to appropriate staff.
- Respond to inquiries from OAG staff for assistance.
- Coordinate and schedule meetings.
- Maintain office calendar and manage video conference room reservations.
- Maintain files and procedures in accordance with established policies.
- Prepare correspondence, reports, forms, charts and other documents to produce a final copy that is accurate and grammatically correct.
- Operate computer, fax, scanner and copy machines.
- Maintain manual and automated files of correspondence, documents and material, and office procedure manuals by coding and filing new material, searching for requested material and periodically purging obsolete material.
- Inventory and order office supplies via online ordering form.
- May assist Travel Unit with processing Employee Expense Reports in SFS according to OAG and OSC Travel Policy and processing of requests.
- Work on special projects and/or perform 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.

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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.

## 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 #4489 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 accommodations 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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