

EMPLOYMENT ANNOUNCEMENT



TITLE: LAW DEPARTMENT DOCUMENT SPECIALIST OR
LAW DEPARTMENT DOCUMENT SPECIALIST TRAINEE 1

STATUS: CONTINGENT-PERMANENT

BUREAU: PLATTSBURGH REGIONAL OFFICE

LOCATION: PLATTSBURGH

SALARY GRADE (SG): CSEA (SEE BELOW)

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:

- **LAW DEPARTMENT SPECIALIST** (CSEA, SG 9, current starting salary \$42,641, job rate \$52,413)

18 months of experience supporting the work of attorneys, paralegals, and investigative staff by independently producing the legal documents that are required to support judicial actions.

- **LAW DEPARTMENT SPECIALIST TRAINEE 1** (CSEA, NS ~ equivalent to SG 6, current starting salary \$36,232, job rate \$44,828)

If appointed at the trainee level, you will need to complete the required coursework to advance to the full LDDS SG-9.

OTHER WAYS TO QUALIFY:

Current State Employees: 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:

<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 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. 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.

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

- Receive incoming telephone calls, transfer calls, and take messages accordingly.
- Request, collect, and receive documents, letters, emails, and faxes, and distribute accordingly.
- Proofread legal documents for spelling, grammar, and punctuation.
- Manage Outlook calendars for multiple attorneys in various offices, and flag case coverage issues as needed.
- Provide back-up assistance for other support staff as needed, to include collecting, scanning/documenting, distributing incoming/outgoing mail, answer phones/door, and other administrative tasks as needed.
- Scan documents for attorneys.
- Open and organize files.
- Create and/or manage local office contributions to agency-wide Excel spreadsheets and keep track of entries.
- Learn and become proficient with the NYMatters database to assist in retrieving and entering information and generating reports as necessary.
- Learn and become proficient with the Paper Archive Management database to assist with the archiving and retrieval of records.
- Work collaboratively and build trust relationship with attorneys and other administrative staff to ensure team approach in all work performed within the office.
- Perform other duties and ad hoc tasks as necessary or 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 # 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 or (518) 776-2500.

*Candidates from diverse backgrounds are encouraged to apply.
The OAG is an equal opportunity employer and is committed to workplace diversity.*

Posted April 27, 2026