



**Executive Division – New York City**  
**Executive Assistant**  
**Reference No. EXEC\_NYC\_EA\_6443**

**Application Deadline is May 29, 2026**

The [Executive Division](#) (Division) in the Office of the New York State Attorney General (OAG) is seeking an experienced professional to serve as an Executive Assistant (EA) in the New York City office. The EA will be responsible for providing administrative support to the Division’s senior attorneys and other high-level staff.

The ideal candidate is someone who operates with discretion and independence, readily assimilates new information, has excellent communication skills, is open to feedback, manages a variety of priority assignments and projects effectively, and thrives in a dynamic work environment. The EA will report to the Division’s Managing Director.

**Duties:**

- Provide high-level administrative support, including scheduling meetings (in-person and virtual) and conference calls; overseeing multiple calendars; directing, prioritizing, and responding to calls, messages, and emails; and processing expense reports.
- Coordinate travel itineraries, including booking airline, train, and lodging reservations and preparing and filing timely travel expense reports.
- Provide logistical support for internal and external meetings, including preparing materials, organizing schedules, and arranging space and technology needs.
- Prepare paperwork for senior staff approval, including travel and expense vouchers, performance appraisals, and legal documents.
- Draft documents, including correspondence, meeting agendas, briefings, summaries, and reports.
- Maintain shared files, recurring reports, databases, and intranet content.
- Review incoming requests, conduct research, and prepare recommendations for approval.
- Proactively improve business processes/systems to maximize productivity, efficiency, and organization.
- Support internal and external communications among bureaus, divisions, and external partners.
- Coordinate projects by monitoring and setting internal deadlines, creating project plans, and liaising with internal and external partners to move projects forward.
- On occasion, assist attorneys with litigation and other substantive legal work by preparing filings or other legal documents, assisting in investigations, and other tasks as necessary.
- Assist with special projects and other administrative duties as needed.

**Qualifications:**

- At least **three (3) years** supporting senior leadership in either the public or private sectors.
- Previous work experience in a legal office, as well as knowledge of legal document preparation and court filing, is a plus.
- Proactive, motivated, well-organized, and task-oriented, must be able to meet tight deadlines and self-manage priorities.
- Strong verbal, writing, editing, research, and analytical skills.
- Comfort with and proficiency using technology, including proficiency using Microsoft Office applications (Outlook, Word, and Excel); video conferencing platforms such as Webex, MS Teams, and Zoom; and the ability to readily learn new software applications as needed.
- Highly collaborative with strong interpersonal and relationship management skills.
- Sound judgment, maturity, and the ability to handle sensitive and confidential information with discretion.
- A commitment to public service and a genuine interest in the work of OAG.

**The annual salary for this position is \$82,953 plus \$4,000 in location pay.** As an employee of OAG, you will join a team of dedicated individuals who work to serve the people of our state through a wide variety of occupations. We offer a comprehensive New York state benefits package, including paid leave, health, dental, vision and retirement benefits, and family-friendly policies. Additionally, OAG offers a robust Workplace Flexibilities Program with multiple options for employees, including telecommuting (up to two days per week) and alternative work schedules.

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

## How to Apply

**Applications are being received online.** To apply, please click on the following link: [EXEC NYC EA 6443](#)

**To ensure consideration, applications must be received by close of business on May 29, 2026.**

Applicants must be prepared to submit a complete application consisting of the following:

- **Cover Letter**
  - You may address your letter to the Legal Recruitment Unit.
  - Indicate why you are interested in this position and what makes you a strong candidate. You may wish to include information about what life experiences you will bring to the position that will enhance OAG's ability to better serve the diverse population of this state.
- **Resume**
- **Writing Sample**
  - Your sample should demonstrate your ability to analyze and organize information into an effective document that is well-organized and error-free.
  - If needed, please include a cover page to provide the reviewer with any relevant context or background information.
- **Reference List**
  - Submit a list of three (3) professional references; supervisory references are preferred.
  - For each reference, indicate the nature and duration of your relationship.
  - Include contact information and email addresses for each reference.
  - Please note that your references will not be contacted until after you interview for the position.

**The OAG provides reasonable accommodations to applicants with disabilities. If you have questions regarding a position with OAG, the application process, or need assistance with submitting your application, please contact Legal Recruitment via email at [recruitment@ag.ny.gov](mailto:recruitment@ag.ny.gov) or phone at 212-416-8080.**

**For more information about OAG, please visit our website: [ag.ny.gov](http://ag.ny.gov)**