

# EMPLOYMENT ANNOUNCEMENT



**TITLE: OFFICE ASSISTANT 1**  
**STATUS: CONTINGENT PERMANENT**  
**BUREAU: ANTITRUST**  
**LOCATION: NEW YORK CITY**  
**SALARY GRADE (SG): CSEA SG-6 (STARTING SALARY \$36,232, JOB RATE \$44,828)**

\*POSITIONS LOCATION IN NEW YORK CITY RECEIVE AN ADDITIONAL \$4,000 DOWNSTATE ADJUSTMENT LOCATION PAY ANNUALLY.

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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 Section 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, candidate must be currently enrolled in the Civil Service 55b/c program and must meet the minimum qualifications listed above.

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## **DUTIES**

- Work independently to assist with the daily operations of the Antitrust Bureau, which includes, but is not limited to:
  - Reviewing and processing all inquiries for changes to Certificates of Incorporation related to business and trade associations.
  - Processing documents and approvals for checks, petty cash, and invoice payments
  - Managing Bureau SharePoint site.
  - Scheduling administrative meetings for Bureau staff (e.g., staff meetings, interviews).
  - Assisting with onboarding and offboarding Bureau staff and interns/externs.
  - Completing bar admission and pro bono forms for former Bureau interns/externs.
  - Maintaining the Bureau library resources.
  - Sorting and distributing mail to staff, assisting staff with mailing/shipment of documents.
  - Keeping organized records to input the documents into the OAG program.
  - Scanning documents.
  - Correctly routing the documents to Bureau attorneys.
  - Scheduling conference rooms for internal and external meetings.
- Perform various clerical or office assistant tasks such as basic research; verifying the accuracy of information; scan, upload, and file forms and/or documents; and review, sort, and redirect physical mail to the appropriate office.
- Prepare and send correspondence using letterhead and other templates, including word-processing and proofreading.
- Use a computer and open and close cases in the various programs used in the Antitrust Bureau, including but not limited to NYMatters, Access, Microsoft Office, and CourtAlert.
- Answer telephone calls from stakeholders and the public concerning complaints.
- Use and handle maintenance requests concerning office equipment such as copiers, telephones, fax machines, shredders, and printers.
- Prepare and submit supply requests.
- Perform other interdepartmental tasks and duties as 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.

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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.

## **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 # 215977 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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