

EMPLOYMENT ANNOUNCEMENT

TITLE: OFFICE ASSISTANT 2
STATUS: PERMANENT
BUREAU: CHARITIES (TRUST & ESTATES)
LOCATION: NEW YORK CITY
SALARY GRADE (SG): CSEA SG 9 (\$42,641 - \$52,413)

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

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:

One year of clerical experience.

OTHER WAYS TO QUALIFY:

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](#).

Employees appointed via the NY HELPS program are restricted for promotional appointment until their position is covered-in to the competitive class by the New York State Civil Service Commission (CSC), or they otherwise obtain permanent competitive status. You may wish to apply if you received a permanent NY HELPS appointment to a qualifying title within the time frames and are interested in this opportunity. Your eligibility for promotion will be reviewed by Human Resources.

DUTIES

- Process citations, motions, and other documents; and assign to attorneys under the instructions of a supervisor.
- Open/close cases and input data in various OAG case tracking and data management programs, including NYMatters, FileNet, and Microsoft Office.
- Scan documents and input them into the case tracking and data management programs.
- Establish new files by coding and numbering forms, creating folders, and compiling relevant documents.
- Assist attorneys in maintaining case files; close and archive case files as needed.
- Draft form documents for filing in courts, i.e., notices of appearances, waivers of citations, and affidavits of service.
- Respond to emails from outside parties concerning court cases as directed by the supervisor.
- Sort mail and send out mail as needed.
- Travel to various courts to file documents (occasionally and rarely).
- Gather, compile, and prepare data from various sources for reports, records, publications, and communications.
- Prepare routine reports or assist others in the preparation of reports, following established guidelines.
- Assist in coordinating arrangements for meetings, courses, and gatherings.
- Assist in compiling pleadings, motions, and discovery papers.
- Respond to inquiries from attorneys and the public by telephone and emails.
- Perform other duties as requested by attorneys and according to the Bureau's needs.
- Position may require physical lifting and transporting of case file boxes.

HOURS

The agency's hours of operation are Monday through Friday, between 8:30 am and 5:00 pm (37.5 hours/week). Scheduling determinations are dependent upon 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.

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