



Executive Division
Operations Department – New York City
Operations Associate
Reference No. EXEC_NYC_OPS_6447

Application Deadline is July 17, 2026

The Office of the New York State Attorney General (OAG) is seeking a proactive and organized candidate to serve as an Operations Associate. The Operations Associate will work within the [Executive Division's](#) Operations Department, which is responsible for scheduling, vetting, briefings, and special projects for the Attorney General (AG). The Operations Associate is a dynamic and multifaceted role, and successful candidates will be comfortable stepping in to assist with priority projects and support day-to-day needs. This is a highly collaborative, ad hoc support role requiring a willingness to work across operational and administrative functions. The Operations Associate will be based in New York City, and reports to the Associate Director of Operations.

Duties:

- Mapping out daily, weekly, and monthly schedules for the AG, including travel;
- Communicating with organizers about events and meetings the AG will be attending;
- Ensuring appropriate staffing for meetings and events;
- Coordinating any tech needs for the AG's meetings with OAG's IT department;
- Preparing substantive briefings for the AG for meetings and public events, including both external events and those sponsored by OAG;
- Vetting individuals and organizations that the AG interacts with;
- Drafting briefings for the AG;
- Conducting non-legal research and drafting memoranda on public policy topics as requested; and
- Assisting with special projects, and other duties, as assigned.

Qualifications:

- A minimum of three (3) years of full-time, relevant work experience;
- Prior work experience for a candidate or an elected official is preferred;
- Familiarity with the governmental institutions in New York City and New York state;
- Excellent written communication skills with the ability to produce clear, concise, and error-free documents quickly;
- Organized and detail oriented with the ability to proactively manage and effectively prioritize tight deadlines;
- Productive and effective in a fast-paced and dynamic work environment, must be able to manage multiple moving parts simultaneously; and
- Strong interpersonal skills, including the ability to comfortably interact with OAG staff at all levels, constituents, community leaders, elected officials, and their staff.

The salary range for this position is \$65,055 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 OPS 6447](#)

To ensure consideration, applications must be received by close of business on July 17, 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 or phone at 212-416-8080.

For more information about OAG, please visit our website: ag.ny.gov