



**Administration Division**  
**Office of the Chief Operating Officer—Albany or New York City**  
**Content Manager and Copy Editor**  
**Reference No. OCCO\_CMCE\_6449**

**Application Deadline is July 10, 2026**

The Office of the New York Attorney General (OAG) is seeking an experienced and highly organized Content Manager and Copy Editor to join the [Office of the Chief Operating Officer](#). Reporting to the Deputy Chief Operating Officer, this role will work closely with the Executive Division, division subject matter experts, the Press Office, and the Information Technology Bureau's (IT) Web and Applications Teams to support, maintain, and improve OAG's public-facing communications across digital and print platforms.

The ideal candidate is a strong writer and editor with a firm grasp of content strategy, accessibility standards, branding guidelines, and public-sector communication principles. The role requires excellent attention to detail, the ability to manage multiple requests simultaneously, and a commitment to ensuring all public-facing content is accurate, up-to-date, and user-friendly.

The OAG serves as the People's Lawyer, working to uphold the rights of all New Yorkers through litigation, investigations, public advocacy, and consumer protection. The agency maintains a broad, public-facing communications presence – in both digital and print formats - to ensure transparency, accessibility, and clear communication with constituents across the state.

**Duties:**

- Design, edit, proofread, and publish content for OAG's website, digital platforms, and print materials (e.g., brochures, fact sheets, program guides, event-related materials, reports).
- Manage incoming requests for content updates and coordinate implementation with program bureaus, Communications, and IT's Web Team.
- Ensure all content adheres to OAG editorial and branding standards, web content accessibility guidelines (WCAG), and plain-language principles.
- Collaborate with program bureaus to translate complex legal and policy material into clear, user-friendly language and support general accessibility of information intended for a public audience.
- Maintain a consistent tone, style, and structure across all content.
- Support ongoing updates, redesigns, and content audits for both web and print collateral.
- Monitor content performance and recommend improvements to increase usability and clarity.
- Assist in developing content workflows, approval processes, and quality-control standards.
- Ensure timely updates for press releases, consumer alerts, program initiatives, and other high-priority content.

**Qualifications:**

- At least **three (3) years** of professional experience in copyediting, content management, digital communications, print communications, or related roles.
- Excellent writing, editing, and proofreading skills with demonstrated mastery of grammar and style.
- Experience using content management systems (CMS), preferably Drupal or similar platforms.
- Familiarity with government or public-sector communications is preferred.
- Knowledge of WCAG and search engine optimization (SEO) best practices.
- Strong organizational skills and the ability to self-manage multiple requests in a deadline-driven environment.
- Collaborative mindset, relationship management skills, and experience working across technical and nontechnical teams.

### Preferred Skills/Experience:

- Experience with user experience (UX) writing and structuring content for clarity and navigation.
- Understanding of visual communication principles and basic image editing.
- Ability to analyze web analytics and identify trends and/or improvement opportunities.
- Experience preparing print-ready files and/or collaborating with designers and print vendors.

**The hiring rate for this position is \$82,953 plus \$4,000 in location pay (New York City location only).** 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: [OCCO CMCE 6449](#)

**To ensure consideration, applications must be received by close of business on July 10, 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.
  - Please indicate your location preference: Albany or New York City.
  - 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**
  - Please prepare a short portfolio of three to four (3-4) writing samples that you feel demonstrate your writing and design abilities. Samples that demonstrate your UX style/approach are preferred.
  - Please save your samples as one document and upload these together using the provided field.
  - 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 for 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)**