

EMPLOYMENT ANNOUNCEMENT



TITLE: ADMINISTRATIVE ASSISTANT 2
STATUS: CONTINGENT PERMANENT
BUREAU: LITIGATION
LOCATION: ALBANY
SALARY GRADE (SG): CSEA, SG-15 (\$59,787 – \$72,429)

MINIMUM QUALIFICATIONS

Reachable on the Department of Civil Service Eligible list for **Administrative Assistant 2**.

OR

Eligible for a **lateral transfer** or eligible for transfer under **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](#).

This position reports to the Bureau Chief and performs the following duties:

- Keep track of issues assigned to the Bureau Chief and ensure that action on each is taken in a timely manner.
- Act as backup for the Deputy Bureau Chief's Administrative Assistant 2, performing the duties of both positions.
- Train and supervise administrative staff, manage workflow, manage Administrative Staff's schedule, and approve time sheets.
- Onboarding of new Administrative Staff and AAGs, including ordering laptops and OAG cell phones, preparing new offices, and requesting desk phone numbers.
- Maintain and update case information in NYMatters, such as players' addresses, judge assignments, case captions, etc.
- Liaise with other Bureaus and/or agencies as needed.
- Generate tables of authorities and tables of contents from legal documents for the Albany Litigation bureau.
- Review unaddressed incoming mail/correspondence. Forward documents, as appropriate, to the appropriate bureau or designated person for handling.
- Transmit memoranda seeking certification for outside counsel and maintain list of cases in which certification has been granted.
- Resolve day-to-day operational problems, troubleshoot problems with all office equipment, and handle service calls to vendors.
- Maintain the Bureau's calendar of significant dates, including due dates for court filings, deposition schedules, and leaves, as well as the Bureau's Trial Calendar. Send reminders of these dates to the attorneys, Section Chiefs, and Special Counsel.
- Schedule Court Reporters for in-person and virtual depositions. Reserve conference rooms to accommodate in-person depositions when needed.
- Make all travel arrangements for assigned attorneys, create and submit appropriate travel requests for approvals, and enter expense reports in SFS for reimbursements.
- Manage and organize Bureau case files as needed. Organize assigned attorneys' files, ensuring that incoming documents are appropriately filed, and files are closed in a timely manner.
- Perform other duties as assigned.

PREFERRED QUALIFICATIONS: Must be proficient in Microsoft Word & Excel, and Adobe Acrobat, knowledge of PowerPoint is a plus.

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 the Bureau and will be communicated during interviews.

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 #220337 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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