

EMPLOYMENT ANNOUNCEMENT



TITLE: OFFICE ASSISTANT 2
STATUS: CONTINGENT-PERMANENT
BUREAU: LABOR
LOCATION: NEW YORK CITY
SALARY GRADE: CSEA, SG-9 (Hiring Rate: \$42,641; Job Rate: \$52,413)*

Positions in New York City have an additional \$4,000 added to the annual base salary for location pay.

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** 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:

Current State Employees: 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: <https://career mobilityoffice.cs.ny.gov/cmo/gotit/title-search/>.

***NOTE:** Employees appointed via the NY HELPS program are restricted for promotional appointment until their position is covered into the competitive class by the New York State Civil Service Commission (CSC), or they otherwise obtain permanent competitive status. The CSC has covered-in employees who were appointed via NY HELPS on a permanent or contingent permanent basis between June 26, 2024, and July 15, 2026. You may wish to apply if you received a permanent NY HELPS appointment to a qualifying title within these timeframes and are interested in this opportunity. Your eligibility for promotion will be reviewed by Human Resources. Employees with a permanent NY HELPS appointment occurring effective July 16, 2026, or later will be addressed with a subsequent cover-in.*

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

DUTIES

- **Support settlement and restitution distribution work of the Labor Bureau:**
 - Perform Accurant searches to confirm contact information of workers.
 - Draft notices of settlement payments.
 - Mail notices and verification forms.
 - Handle returned mail (including additional Accurant searches).
 - Collect and review verification forms and determine whether to issue payment or request additional information.
 - Collect taxpayer information to enable the Comptroller to provide 1099s.
 - Request checks from Budget.
 - Mail checks.
 - Handle returned checks (including additional Accurant searches).
 - Arrange in-person handoff of checks that are larger dollar amounts (in the thousands).
 - Provide suggestions on how to improve processing procedures
 - Manage communications with workers eligible (or not) for payment, including responding to their questions orally and in writing.
 - Maintain and update databases and spreadsheets tracking distributions.
 - Coordinate arrangements for recurring meetings with other staff working on distributions and supervisors to discuss progress of distributions
 - Coordinate with Budget.
 - Draft spreadsheets to allow Budget to send money to Unclaimed Funds.
 - Record payment in the Resolution Compliance System.
 - Handle requests for payment where the worker is deceased.
 - For old distributions, search electronic and paper records for worker lists and damages calculations.
 - Analyze Assurances of Discontinuance (AODs) from old settlements to make sure our distributions comply with them.
- **Provide General Office Support,** including operating office equipment and performing basic cleaning and maintenance of such equipment, including scanning, copying, and printing documents, maintaining scanners and printers, and replacing toner cartridges.
- **Document Shredding,** including monitoring the shredding bin to ensure it is emptied when full.
- **Mail Handling, reviewing,** sorting, time stamping and delivering incoming paper mail, including scanning in and emailing incoming complaints to the appropriate person and delivering outgoing mail or packaging for shipment to the mailroom.

- **Maintain Inventory of Supplies**, keeping track of office supply levels and organizing office supply storage, including receiving, unpacking, counting, and sorting supply deliveries. Making supervisor aware of damage good or incomplete orders and following up on damaged supply orders.
 - **Perform Data Entry**, opening and closing cases in NY Matters, performing conflict checks and data searches, updating case information in NY Matters, and entering data on spreadsheets and in assorted computer programs as needed. Verify data previously entered to detect any errors.
 - **Complete Record Keeping and Filing Tasks**, creating, organizing and maintaining paper files, correspondence, documents, records, materials, and stores pursuant to guidelines; receive, screen, review, and verify documents, forms, applications, claims, and other documents for completeness, content, and accuracy; establish new files by coding and numbering forms, creating folders, and
 - compiling relevant material; and archiving closed paper files.
 - Perform other duties as assigned.
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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. To apply, please send your resume and cover letter 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.

POSTED AUGUST 31, 2026