

EMPLOYMENT ANNOUNCEMENT



TITLE: OFFICE ASSISTANT 2
STATUS: CONTINGENT-PERMANENT
BUREAU: LITIGATION
LOCATION: NEW YORK CITY
SALARY GRADE: CSEA, SG-9 (Hiring Rate: \$44,560; Job Rate: \$54,773)*

Positions in New York City have an additional \$4,150 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

- Provide administrative and clerical support to Assistant Attorneys General (AAGs) and staff as part of the Litigation Bureau's Administrative Support Unit (ASU), including the handling of confidential materials and knowledge of Bureau and OAG protocols, procedures, and resources.
- Monitor the incoming service of legal papers, input data and documents into NYMatters (case management database), ensure timely and appropriate distribution of legal papers to designated Bureau staff, and research case information in NYMatters.
- Assist with facilitating various Bureau financial transactions, including the preparation and processing of purchase requests, expert requests, and travel authorization requests, as well as facilitate payments for court reporter and transcript invoices. Maintain all associated records.
- Schedule meetings, appointments, interviews, and depositions, both in office and via different video conferencing platforms, including Microsoft Teams and Webex.
- Assist the Bureau's Special Litigation Counsel with copying, scanning and redaction of legal papers, preparing Tables of Contents and Tables of Authority for legal memoranda, updating NYMatters case entries, and other administrative support tasks.
- Interface with other attorneys and staff in the Litigation Bureau and other OAG bureaus or regional offices on an as needed basis.
- Interface with OAG's Managing Attorney's Office (MAO), as well as with court clerks and staff, concerning court filings, scheduling, service issues, and other related tasks.
- Manage the Bureau's MAO Court Alert notifications and maintain an Excel spreadsheet for Court Alert requests and status updates.
- Provide assistance with updating and compiling information for various Bureau reports, including searching NYMatters and accessing publicly available court records to obtain case status information and documents.
- Provide assistance in responding to telephone inquiries from the public and other state agencies, including answering the Bureau's main line, transferring calls to the appropriate staff, and taking complete messages to ensure proper follow-up.
- Provide assistance with updating the Bureau's archived case record reports.
- Perform other duties as assigned.

PREFERRED QUALIFICATIONS: Proficiency in the Microsoft Office Suite (including Word, Excel, Outlook, and PowerPoint) and Adobe Acrobat XI Pro, and some experience with Relativity and/or other electronic discovery platforms is preferred.

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.

POSTED SEPTEMBER 14, 2026