VACANCY ID #227577

EMPLOYMENT ANNOUNCEMENT

TITLE: LAW DEPARTMENT DOCUMENT SPECIALIST or
LAW DEPARTMENT DOCUMENT SPECIALIST TRAINEE 1

STATUS: CONTINGENT-PERMANENT

BUREAU: CLAIMS

LOCATION: NEW YORK CITY

SALARY GRADE (SG): CSEA (SEE BELOW)*

***Positions located 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** (up to two days per week) 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 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:

- **LAW DEPARTMENT SPECIALIST** *(CSEA, SG-9, current starting salary $44,560, job rate $54,773)*

  18 months of experience supporting the work of attorneys, paralegals, and investigative staff by independently producing the legal documents that are required to support judicial actions.

- **LAW DEPARTMENT SPECIALIST TRAINEE 1** *(CSEA, NS ~ equivalent to SG-6, current starting salary $37,862, job rate $46,843)*

  There are no minimum requirements to be eligible for consideration. Trainees are required to complete an 18-month traineeship and mandatory coursework to advance to the full LDDS SG-9.

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://careermobilityoffice.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 June 11, 2025. 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 June 12, 2025 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

- Type and proofread a variety of legal work for assigned attorneys including orders, decisions, memoranda, opinions, jury changes, motions, subpoenas, and deposition transcripts.
- Enter and store documents on computer, enter and retrieve specific data for reports, case tracking system, and other databases.
- Collate, serve, and file other legal papers.
- Maintain dockets and/or other filing systems.
- Obtain documents from client agencies.
- Respond to inquiries from the public.
- Maintain logs and other records regarding document preparation.
- Complete documents as directed by attorneys.
- Perform general office duties as assigned, such as phone duties, copying, faxing, routine correspondence, scheduling meetings, etc.
- Perform other duties and ad hoc tasks as necessary or assigned.

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 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.

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Posted October 23, 2026