VACANCY ID #227988

EMPLOYMENT ANNOUNCEMENT

TITLE: ADMINISTRATIVE ASSISTANT 1 OR TRAINEE

STATUS: CONTINGENT PERMANENT

BUREAU: CIVIL RECOVERIES

LOCATION: ALBANY

SALARY GRADE (SG): SEE BELOW

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**.

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:

- **Administrative Assistant 1 (AA1)** *(SG 11, current starting salary **$49,841,** job rate $61,076):*
  Two years of experience in administrative support, which includes use of office software (e.g., email, word processing), provision of customer service, business writing, and/or office administration.

- **Administrative Assistant Trainee 2** *(NS Equated SG 10, current starting salary **$47,110,** job rate $57,813):*
  One year of experience in administrative support, which includes use of office software (e.g., email, word processing), provision of customer service, business writing, and/or office administration.

- **Administrative Assistant Trainee 1** *(NS Equated SG 8, current starting salary **$42,209,** job rate $51,981):*
  Six months of experience in administrative support, which includes use of office software (e.g., email, word processing), provision of customer service, business writing, and/or office administration.

Substitution:
Certification (e.g., IAAP Certified Administrative Professional) or associate's degree in office administration, secretarial science, administrative assistance, paralegal, business technology, or office technology substitutes for two years of experience.

Traineeship Coursework:
Successful completion of a two-year traineeship leads to appointment as an Administrative Assistant 1, SG-11. If appointed at the traineeship level, you will need to complete mandatory coursework to advance to the full AA1 SG-11. If appointed at the SG-11 hiring rate, you may be required to provide proof of successful completion of the required four mandatory administrative support courses and completion of the four elective administrative support courses.

OTHER WAYS TO QUALIFY:

Reachable on the Department of Civil Service Eligible list for Administrative Assistant 1.

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.

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

This position is part of the General Recoveries Unit (GRU) within the Civil Recoveries Bureau.

- Type or draft correspondence, reports, legal documents and memoranda based on verbal and/or written instruction.
- Open, sort, separate and process incoming mail, enter in GRU database(s) and distribute to appropriate staff.
- Review and maintain new referral email account, save, and print new referrals.
- Open new accounts on GRU database(s), prepare and send out case opening letters and litigation holds to client agency, set up and prepare paper/electronic files for new referrals and distribute to appropriate staff.
- Search for requested material as requested.
- Maintain GRU calendar including inputting time off requests submitted by staff as well as all court dates, motion return dates, and other deadlines regarding litigation files.
- Make travel arrangements and prepare travel vouchers for staff.
- Schedule court reporters for the attorneys.
- Review and track bank and tax foreclosure paperwork received by GRU to ascertain whether the State has an interest in the proceeding; prepare and upload notices of appearance in foreclosure cases.
- Produce legal work in final form for review by attorneys, legal assistants and CCPS1s including pleadings, discovery, motions, affidavits, etc. from dictated, handwritten or electronic copy.
- Prepare and track service of process pursuant to Vehicle and Traffic Law §§ 253 & 254.
- Prepare and track service of process on the Secretary of State, BCL §§ 306 & 307 matters.
- Gather information and pull monthly reports tracking pending cases, statute of limitations in Access cases.
- Process GRU payments on Access.
- Prepare and deliver documents to Secretary of State; prepare Affidavits of Service
- Answer telephone/e-mails from the general public, court personnel and client agencies, and respond to questions concerning policy or procedures; refer calls/e-mails to appropriate staff member.
- Close accounts on GRU database(s), prepare and send out case closing letters .
- PAM Account Closings on GRU Access database
- Send/request files to/from the Archive using the Oracle Web Applications.
- Distribute completed work product to appropriate agency by mail or personal delivery.
- Update and maintain office procedure manuals including training staff of new databases such as NYMatters.

- Review LATS for Section Chief.
- Review and submit Supply Orders for GRU
- Fax, copy, and scan documents as needed.
- Perform other duties as 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. 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 #227988 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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