



## Division of Administration

### Administrative Services Bureau – Latham, NY

#### Student Laborer (*Paid Part-Time Student Assistant*)

#### Job Posting Code: ASB\_ALB\_PUGS

The Office of the New York State Attorney General (OAG) is seeking an enthusiastic undergraduate student to serve as a student laborer in its Latham warehouse within the **Administrative Services Bureau**.

The Bureau is responsible for office services agency wide; maintaining inventory, purchasing and distribution of office supplies statewide; maintaining statewide copier, fax, water cooler and postal machine fleets, agency forms, agency furniture and equipment, all maintenance contracts, and acting as a liaison between the agency and vendors and other state agencies.

Duties will include, but not be limited to: Working as a part of a team receiving, storing and delivering furniture and office equipment; Assembling furniture; Filling and delivering supply orders to local offices and shipping orders statewide; Stocking supply inventory; Cleaning fleet vehicles; Performing other duties, as assigned. *Occasional overtime and travel will be required.*

The salary is \$12.80 per hour. Our staff will provide all necessary training. Applicants must be full-time students and be able to work a **minimum of fifteen (15) hours/week**. Due to the extensive training, we ask students to commit to a full academic year (Fall through Spring terms).

#### REQUIRED QUALIFICATIONS

- You are organized.
- You are able to stand for long periods of time and lift up to 60 lbs.
- You are good communicator with a great work ethic.

#### DESIRED QUALIFICATIONS

- Previous inventory and/or warehouse experience is a plus.
- Fluency in other languages (e.g., Spanish, Mandarin, Russian, etc.) in addition to English is a plus.

*Candidates from diverse backgrounds are encouraged to apply.  
The OAG is an equal opportunity employer and is committed to workplace diversity.*

#### HOW TO APPLY

**Applications are being received online.** To apply, please click on this link [ASB ALB PUGS](#); applicants will be taken to the online application page for this position.

Applicants must be prepared to submit a complete application consisting of the following:

- **Cover Letter** (*You may address to Sandra Jefferson Grannum, Esq., Bureau Chief, Legal Recruitment*)
- **Resume**
- **List of three (3) references with contact information and email addresses**
- **Most recent transcript**

*Please note: Failure to submit a complete application will delay the consideration of your application.*

If you have questions about a position with the OAG, the application process or assistance with submitting your application, please contact the Legal Recruitment Bureau via email at [recruitment@ag.ny.gov](mailto:recruitment@ag.ny.gov) or phone at 212-416-8080

For more information about the OAG, please visit our website: [www.ag.ny.gov](http://www.ag.ny.gov)