Division of Regional Affairs  
Syracuse Regional Office – Syracuse  
Confidential Administrative Assistant  
Reference No: SYR_CAA_6065

The New York State Attorney Office of the General (OAG) is seeking a well-organized, task-oriented person with office management experience to provide administrative support and assistance to the Executive Deputy Attorney General (EDAG) of the Division of Regional Affairs. The EDAG oversees the OAG’s thirteen (13) regional offices, located throughout the state. The regional offices represent the State, its agencies and officers in a wide range of state court defensive litigations and the people of the state in affirmative investigations and litigations. This position is located in the Syracuse Regional Office.

Candidates are required to have a (4) four-year college degree and must be hard working, motivated and committed to public service on behalf of the people of the State of New York. Legal office experience is preferred.

Duties include, but are not limited to:

- Providing a full range of administrative support to the EDAG and other professional staff;
- Preparing confidential correspondence;
- Researching and preparing documents;
- Managing the work flow of the office, central files, reproduction, mail and other support operations;
- Preparing written reports and analyses in various formats including narratives, tabular reports, letters, forms, policies, work plans and procedures, using Microsoft Office Access, Excel and Word;
- Maintaining division calendars and coordinating meetings;
- Managing personnel and office support activities;
- Generating statistical reports;
- Maintaining procedures providing for timely, accurate and complete docketing and transmittal of information;
- Implementing and maintaining procedures manual, organizational chart, etc.; and
- Performing other duties as assigned.

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: SYR_CAA_6065; 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
- Writing Sample

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

If you have questions regarding a position with the OAG and the application process or you need assistance with submitting your application, please contact the Legal Recruitment Bureau at recruitment@ag.ny.gov

For more information about the OAG, please visit our website: www.ag.ny.gov