



## Executive Division

### Executive Office – Operations – New York City

#### Special Assistant

Reference No. EXEC\_NYC\_SPA\_2015\_2

The Office of the New York State Attorney General (OAG) seeks an energetic individual to serve as a special assistant to the Attorney General (80%) and Executive staff (20%). The selected candidate would be responsible for handling ad hoc tasks assigned by the Attorney General and his Director of Operations, managing call lists, executing the Attorney General's in-office daily schedule, helping to answer phones in the Executive Office, printing and editing documents, occasionally delivering legal documents, assisting with the Attorney General's correspondence, and filling in as needed on the Operations Team, which is responsible for the scheduling, staffing, and advancing of the Attorney General.

The selected candidate would have a bachelor's degree and a **minimum of one year of full-time post-college work experience**. Candidates with experience working in the office of an elected official, in electoral politics, or advocacy organizations are preferred. Candidates with experience assisting other executives are also encouraged to apply.

*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 visit our careers website [here](#).

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](mailto:recruitment@ag.ny.gov).

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