



Division of Criminal Justice
Medicaid Fraud Control Unit – Rensselaer
Administrative Assistant
Reference No. MFC_REN_ADM_2015

The Office of the New York State Attorney General's [Medicaid Fraud Control Unit \(MFCU\)](#) is seeking an Administrative Assistant for its Rensselaer Office. The mission of MFCU is to investigate, prosecute and bring affirmative civil cases against individuals and corporate entities responsible for improper or fraudulent Medicaid billing schemes, as well as to investigate and prosecute allegations of abuse and neglect of residents in nursing homes and other residential healthcare facilities.

The ideal candidate is excited to work in a team environment and will have prior experience as an administrative assistant or a receptionist who has also been responsible for clerical and administrative duties. Applicants must be hard-working, motivated, well-organized and task-oriented. Proficiency in Word, Excel, Access, and Outlook is a must, as is the ability to learn new computer applications. Prior office management experience is a plus. Legal office experience is preferred.

SPECIFIC DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

- Working cooperatively and collaboratively to support MFCU's Electronic Investigative Support Group, as well as auditors and administrative personnel, with administrative tasks and projects that will often also require independent performance of clerical duties;
- Answering of main office phones in a respectful and professional manner that demonstrates the high value that MFCU places on each call and directing callers as appropriate;
- Greeting and directing visitors courteously and professionally;
- Ordering office supplies, maintaining office equipment, overseeing vendor accounts;
- Regularly handling confidential material and information and exercising discretion in doing so, including sorting and delivering daily mail;
- Troubleshooting problems with all office equipment and handling service calls to vendors;
- Assisting staff in coordinating travel arrangements and completing expense reports;
- Submitting accounts payable to Budget and Finance, reviewing all invoices for accuracy, as well as reconciling procurement card purchases monthly, and maintaining petty cash;
- Scheduling office meetings and appointments, including video conferencing;

- Acting as a liaison to other units and offices, including other regional office staff;
- Maintaining office records, data entry, document management, photocopying, scanning and shipping; 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 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**

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 via email at recruitment@ag.ny.gov or phone at 212-416-8080.

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