



Division of Regional Affairs
Buffalo Regional Office - Buffalo
Confidential Assistant
Reference No. BUF_CAP_2015

The Office of the New York State Attorney General is seeking a confidential assistant to provide administrative and clerical support to the Assistant Attorney General in Charge (AAGIC) of the [Buffalo Regional Office](#). The Regional Office, under the direction of the AAGIC, represents the State, its agencies and officers in a wide range of federal and state court litigation.

Applicants must be hard-working, motivated, well-organized, task-oriented and have office management experience. Proficient in Word, Access and Outlook is required as well as becoming proficient in SilverCase. In addition, knowledge of legal document preparation and filings is required. Legal office experience is preferred. Applicants for this position must be committed to public service on behalf of the people of the State of New York.

SPECIFIC DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

- Acting as a liaison between support staff and management;
- Supervising and training support staff;
- Maintaining copy machines, including supplies and reporting readings and counters;
- Overseeing vendor accounts including troubleshooting problems with office equipment and handling service calls to vendors;
- Submitting accounts payable to Budget and Finance and reviewing all invoices for accuracy;
- Compiling data for trial calendars;
- Scheduling and coordinating office meetings and appointments, including video conferencing, and assisting with video equipment;
- Reviewing support staff time sheets for accuracy and distributing paychecks;
- Acting as a liaison to other units and offices, including Human Resources and Regional Office staff building management;
- Website and site coordinating for Continuing Legal Education (CLE) Programs;
- Maintaining office records, including opening/closing files in all bureaus, entering data/performing searches in SilverCase; 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
- 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