



Division of Criminal Justice

Medicaid Fraud Control Unit – Administrative Assistant – Buffalo

Reference No. MFCU_AA_BUF_6028

The Office of the New York State Attorney General's [Medicaid Fraud Control Unit](#) (MFCU) is seeking an Administrative Assistant for its Buffalo 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; will have prior experience as an administrative assistant or a receptionist who has also been responsible for clerical and administrative duties; be energetic with exceptional telephone etiquette, and possess excellent oral and written communication skills. Applicants must be hard-working, motivated, willing to learn additional skills, 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 legal office experience, as well as knowledge of legal research, document preparation and filings, is a plus.

SPECIFIC DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

- Working cooperatively and collaboratively to support attorneys, auditors, investigators and other administrative personnel with administrative tasks and projects that will often also require independent performance of clerical duties;
- Answering main office phones in a respectful and professional manner that demonstrates the high value that the MFCU places on each call; direct callers appropriately;
- Greeting and directing visitors courteously and professionally;
- Ordering office supplies and maintaining office equipment, including troubleshooting issues and handling service calls to vendors;
- Logging, sorting and distributing mail;
- Reviewing and compiling case information for weekly trial calendar;
- Regularly handling confidential material and information and exercising discretion in doing so;
- Scheduling office meetings and appointments, including video conferencing;
- Maintaining office records, including opening/closing/maintaining files; 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: www.ag.ny.gov/job-postings. 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; and
- 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 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.