

OFFICE OF THE NEW YORK STATE ATTORNEY GENERAL

Division of Criminal Justice

Medicaid Fraud Control Unit - Hauppauge

Office Manager

Reference No. MFC_AA/OM_HAU_2015

The Office of the New York State Attorney General's [Medicaid Fraud Control Unit \(MFCU\)](#) is seeking an Administrative Assistant/Office Manager for its Hauppauge 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 office manager who has also been responsible for clerical and administrative duties; is energetic and able to multi-task; and possesses excellent oral and written communication skills.

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 legal office experience, as well as knowledge of legal 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;
- overseeing daily administrative functioning of the office;
- acting as liaison between support staff and management, as well as communicating with other Units, offices and vendors;
- supervising and training support staff;
- ordering office supplies, maintaining office equipment, overseeing vendor accounts.
- troubleshooting problems with all office equipment and handling service calls to vendors;
- submitting accounts payable and reviewing all invoices for accuracy;
- compiling data for weekly trial calendar; data entry;
- scheduling office meetings and appointments, including video conferencing;
- reviewing support staff time sheets for accuracy;
- supervising and assisting with maintaining small law library and office file room;
- performing other duties as assigned.

Candidates from diverse backgrounds are encouraged to apply. The Office of the Attorney General is an equal opportunity employer and is committed to workplace diversity.

HOW TO APPLY:

Applications are being received online. To apply, please go to our website www.ag.ny.gov, [Resources/Job Opportunities - Other Open Positions](#)

Applicants must be prepared to submit a complete application consisting of a **cover letter, resume, and a list of three (3) references with contact information and email addresses**. You may address your cover letter to Sandra Jefferson Grannum, Esq., Bureau Chief, Legal Recruitment Bureau. ***Please note: Failure to submit a complete application will delay the consideration of your application.***

For questions about a position with the OAG, the application process or 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