

EMPLOYMENT ANNOUNCEMENT



TITLE: OFFICE ASSISTANT 1
STATUS: CONTINGENT PERMANENT
BUREAU: MANAGING ATTORNEY'S OFFICE (MAO)
LOCATION: NEW YORK CITY
SALARY GRADE (SG): CSEA SG-6
(Starting salary, \$36,232, Job rate, \$44,828)

**Positions located in New York City receive an additional \$4,000 downstate adjustment location pay annually.*

We are seeking talented and motivated support staff to work with our attorneys in the State's law firm. The selected candidate will be part of a fast-paced office, gaining experience while providing public service on behalf of the State of New York. The [Attorney General](#) serves the public interest of all New Yorkers in matters affecting their daily lives, enforcing laws to protect consumers, tenants, patients, workers, investors, and charitable donors. The office coordinates statewide civil and criminal investigations, promoting economic and social justice, encouraging harm-reducing public health strategies, and preserving the state's environment.

Careers with the State offer multiple benefits, including **paid vacation leave (13+ days per year)**, sick leave, **paid State holidays off**, **health insurance** including vision & dental, entry into the **NYS retirement** (pension) system, education and training, eligibility for public student loan forgiveness, and **job stability with promotional opportunities**. Workplace flexibilities include multiple options for employees, including **telecommuting** (up to two days per week) and alternative work schedules.

MINIMUM QUALIFICATIONS

NY HELPS:

This title is part of the New York Hiring for Emergency Limited Placement Statewide Program (NY HELPS).

For the duration of the NY HELPS Program, this title may be filled via a non-competitive appointment, which means no examination is required but all candidates must meet the minimum qualifications of the title for which they apply.

At a future date (within one year of permanent appointment), it is expected employees hired under NY HELPS will have their non-competitive employment status converted to competitive status, without having to compete in an examination. Employees will then be afforded with all of the same rights and privileges of competitive class employees of New York State. While serving permanently in a NY HELPS title, employees may take part in any promotion examination for which they are qualified.

NON-COMPETITIVE QUALIFICATIONS:

There are no minimum education or experience requirements for this title.

DUTIES

The Managing Attorney's Office accepts service of process on the OAG and for the OAG's clients. The MAO provides guidance to the OAG staff on the State and Federal Rules of the courts. The MAO files documents with the courts and serves as the liaison between the OAG and the courts. The duties are as follows:

- Assist with the daily operations of the Managing Attorney's Office, which includes, but is not limited to:
 - Accepting service of documentation at the MAO window
 - Dealing regularly with the public who are serving legal papers to the OAG
 - Keeping organized records to input the documents into the OAG program
 - Scanning documents
 - Correctly routing documents to the bureaus

- Advise OAG staff on questions regarding filings and service to the courts and working with outside service agencies.
- Route inter-office mail to the correct bureau.
- Use a computer and open and close cases in the various programs used in the MAO, including but not limited to NYMatters, Access, Microsoft Office, and CourtAlert.
- Monitor and forward court notifications to the stakeholders in the office.
- Monitor EFax mailbox and send to appropriate bureau.
- Answer telephone calls from stakeholders and the public.
- Use office equipment such as copier, telephone, fax machines, shredders, and printers.
- Perform other interdepartmental tasks and duties as assigned.

HOURS

The agency's hours of operation are Monday through Friday, between 8:30 a.m. and 5:00 p.m. (37.5 hours/week). Scheduling determinations depend on the needs of each Bureau and will be communicated during interviews. ***NOTE: This is an in-office essential position.***

ADDITIONAL COMMENTS

For new State employees appointed to graded positions, the annual salary is the hiring rate (beginning of the Salary Range) of the position. Promotion salaries are calculated by the NYS Office of the State Comptroller (OSC) in accordance with NYS Civil Service Law, OSC Payroll rules and regulations, and negotiated union contracts.

The Office of the NYS Attorney General (OAG) cannot provide sponsorship for work authorization. Candidates need to be authorized to work in the United States to be employed by this agency. It is incumbent upon employees to maintain work authorization for the duration of their employment with the OAG. This agency does not participate in E-Verify for work authorization purposes.

HOW TO APPLY

Applications must be submitted online (transcripts and writing samples are not required). To apply, copy and paste the following URL into your web browser:

https://lgr.ag.ny.gov/ords/f?p=136:10:::::P10_LGR_JOB_ID,P10_POSITIONTYPE,P10_LGR_WRITING_SAMPLE_IND:6928,22,N

If you have questions or issues with your application, please contact OAG Human Resources Management Bureau by email at hr.recruitment@ag.ny.gov indicating "215073" in the subject line. For more information about the OAG, please visit our website: www.ag.ny.gov.

*Candidates from diverse backgrounds are encouraged to apply.
The OAG is an equal opportunity employer and is committed to workplace diversity.*

Posted April 29, 2026