

EMPLOYMENT ANNOUNCEMENT



TITLE: ASSISTANT ARCHITECT
STATUS: CONTINGENT PERMANENT
BUREAU: REAL ESTATE FINANCE
LOCATION: NEW YORK CITY
SALARY: PEF, SG-20 (Starting Salary **\$84,173**, job rate \$94,121)*

**This title is eligible for an additional \$13,500 Geographic Pay differential. Positions located in New York City receive an additional \$4,000 location pay annually.*

We are seeking talented and motivated 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 maybe 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 MINIMUM QUALIFICATIONS

Assistant Architect:

- Six years of architectural experience in design or drafting on buildings requiring multi-discipline trade involvement such as heating, plumbing, and electric. This experience must have been under the direction of a registered architect or professional engineer. Qualifying experience includes work performed on institutional, commercial, healthcare, academic, office, or residential buildings (excluding single family or duplex family homes).

OR

- An Architect's license, with current registration, from any state or territory of the United States.

Substitution:

- An associates degree in architecture, architectural technology, construction technology, civil engineering technology, or drafting technology with an emphasis on architecture can substitute for two years of specialized experience.
 - A bachelor's degree in architecture, architectural technology, construction technology, civil engineering technology, or drafting technology with an emphasis on architecture can substitute for four years of experience.
 - A master's degree in architecture, architectural technology, construction technology, civil engineering technology, or drafting technology with an emphasis on architecture can substitute for five years of experience.
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DUTIES

The Assistant Architect will work within the Review Section of the Real Estate Finance Bureau, whose charge is the review of all offering plans, amendments, syndication and intrastate filings, no-action letters, and cooperative policy statements. The incumbent will have a working knowledge of the principles, practices, and procedures of architecture and of developments in the field. Duties may include, but are not limited to, the following:

- Perform comprehensive reviews for site, building and their components/systems of moderate complexity.
- Verify disclosure by analyzing drawings, reports, other construction-related documents.
- Frequent oral and written communications with a variety of people within the agency.
- Prepare and issue written deficiency letters enumerating any building and property related issues in the submitted Offering Plans.
- Ability to identify architectural elements in building designs for conformance with applicable standards, policies and program objectives, and for compliance with design requirements and with acceptable architectural practice.
- Reviews offering plans, amendments, syndication and intrastate filings, no-action letters, and cooperative policy statements to ensure technical accuracy, compliance with appropriate building codes and instructions.
- Interpret moderate non-compliance issues with applicable codes, laws, regulations and standards.
- Communicate verbally and in writing with submitting engineers, architects, and attorneys regarding compliance with REF's regulations to ensure comprehensive disclosure in the Offering Plan.
- Advise REF attorneys and legal assistants on technical engineering issues of disclosure.
- Present educational training materials of related subjects to improve Architect and Engineers team's core knowledge.
- Please note that this position does not entail architectural and engineering drawing/designing, nor out of office 'field' work.

HOURS

The agency's hours of operation are Monday through Friday, between 8:30 am and 5:00 pm (37.5 hours/week). Scheduling determinations are dependent upon the needs of each Bureau and will be communicated during interviews.

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. To apply, please click on the following link: REF_AssntArchitect_221863

Candidates from diverse backgrounds are encouraged to apply. The OAG is an equal opportunity employer and is committed to workplace diversity. The OAG is an equal opportunity employer and is committed to workplace diversity. The Office of the NYS Attorney General provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify us at HR.Recruitment@ag.ny.gov or (518) 776-2500.

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