

VACANCY ID #222894

EMPLOYMENT ANNOUNCEMENT



TITLE: OFFICE ASSISTANT 2
STATUS: CONTINGENT-PERMANENT
BUREAU: CHARITIES – REGISTRATIONS SECTION
(Customer Services Team)
LOCATION: NEW YORK CITY

SALARY GRADE: CSEA, SG-9 (Hiring Rate: \$42,641; Job Rate: \$52,413)*

*Positions located in New York City receive an additional \$4,000 downstate adjustment location pay added to the annual base salary.

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:

One year of clerical experience.

OTHER WAYS TO QUALIFY:

Eligible for a lateral transfer or eligible for transfer under Section 70.1 of the Civil Service Law by having one year of permanent competitive service in an appropriate title. To determine if your current Civil Service title is eligible for transfer to this title, visit the [Career Mobility GOT-IT website](#).

***NOTE:** Employees appointed via the NY HELPS program are restricted for promotional appointment until their position is covered into the competitive class by the New York State Civil Service Commission (CSC), or they otherwise obtain permanent competitive status. The CSC has recently covered-in employees who were appointed via NY HELPS on a permanent or contingent permanent basis between June 26, 2024, and July 15, 2026. You may wish to apply if you received a permanent NY HELPS appointment to a qualifying title within these timeframes and are interested in this opportunity. Your eligibility for promotion will be reviewed by Human Resources. Employees with a permanent NY HELPS appointment occurring effective July 16, 2026, or later will be addressed with a subsequent cover-in.*

OR

55 B/C: This position is eligible for 55b/c appointment, and candidates with 55b/c eligibility are encouraged to apply. To be eligible for a 55b/c appointment, the candidate must be enrolled in the Civil Service 55b/c program and meet the minimum qualifications listed above.

DUTIES

Office Assistants 2 at the New York State Attorney General's Office (OAG) perform complicated clerical and office support activities that require substantive knowledge of the program area's entire program, governing laws, rules, or regulations which may be subject to frequent change. The incumbent of this Office Assistant 2 position will be in the **Customer Service Team** within **Charities' Registrations Section** in OAG's **New York City** office and will be communicating regularly with the public regarding Filing Reminders and Delinquency Outreach. Duties may include, but are not limited to, the following:

- **Communication** via phone, face-to-face, or electronically with internal and external entities to provide or gather information.
- **Review forms and applications and make appropriate determinations.** May process applications and requests that require additional research and consultation with higher level staff.
- **Monitor filings and submissions;** open and close cases in various programs used including but not limited to NYMatters, Access, Microsoft Office, and CourtAlert.
- **Maintain archives** as determined by the program area.
- **Gather, compile, and prepare data** from various sources for reports, records, publications, and communications.
- **Respond to questions** concerning the operation of the program area and resolve work problems.
- **Perform other duties as assigned.**

Familiarity with MS Office and Adobe applications is preferred.

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

In your submission, you must provide sufficient information to determine from your resume and/or cover letter that you meet the minimum qualifications stated above.

APPLICATIONS ARE BEING RECEIVED ONLY. To apply, please click the following link: [OA2_Char_NYC_222894](#)

Candidates from diverse backgrounds are encouraged to apply.

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.

POSTED AUGUST 31, 2026