Investigations Division
Office of the Chief Investigator (OCI) – New York City
Executive Assistant
Reference No. INV_OCI_NYC_220_122426

Application Deadline is December 24, 2026

The Investigations Division in the New York State Office of the Attorney General (OAG) is seeking an experienced professional to serve as the Executive Assistant to the Chief Investigator. The primary role of this position is to provide direct, confidential, high-level executive and administrative support to the Chief Investigator, serving as the Chief Investigator's principal point of contact for scheduling, correspondence, and coordination. The Executive Assistant will also support the Office of the Chief Investigator (OCI) senior leadership team as needed.

This is an exciting opportunity to play a key role representing the Chief Investigator, the OCI, and the OAG in interactions with external and internal professionals. The ideal candidate is someone who always operates with discretion and independence; readily assimilates new information; has excellent communication skills; is open to feedback; manages a variety of priority assignments effectively; and thrives in a dynamic work environment. The position is located in the New York City office.

Assignments will include, but are not limited to the following:

- Provide direct, day-to-day executive support to the Chief Investigator, and support the OCI staff and senior leadership as a member of the administrative team, including directing incoming calls and visitors; scheduling meetings and conference calls; managing calendars; arranging travel; managing, prioritizing and responding to phone messages and emails; and the timely processing of expense reports.
- Support internal and external communications, including maintaining an open flow of information and ideas among teams, departments, consultants, and external partners.
- Oversee logistics for internal and external meetings, including researching and preparing materials, organizing participant schedules, and arranging space and technology needs.
- Proactively improve business processes/systems to maximize productivity, efficiency, and organization while ensuring the timely completion of the team's highest priorities.
- Coordinate the planning and execution of special projects and initiatives in collaboration with the OCI and other teams.
- Develop and maintain relationships with key employees in the OAG and at partner agencies/organizations.
- Prepare briefings, summaries, reports, and other written assignments.

Minimum Qualifications:

- At least three (3) years supporting senior leadership in either the public or private sectors or relevant experience in areas such as law enforcement, communications, operations, and/or project management.
- Outstanding time management and multi-tasking skills, with the proven ability to prioritize the completion of short-term, deadline-driven tasks while simultaneously driving long-term, strategic projects.
- Team and customer focused with excellent interpersonal, written, and verbal communication skills.
- Demonstrated proficiency with technology, including Microsoft Office applications (Word, Excel, PowerPoint, and Outlook), Adobe Acrobat, and video conferencing platforms such as Microsoft Teams, Webex, and Zoom, with the ability to readily learn new software applications as needed.
- Familiarity with Survey Monkey software.
- Excellent writing skills.
- Proficiency in conducting research.
- Committed to public service with a genuine interest in the work of the OAG.
- Demonstrated commitment to the highest standards of ethics and integrity, including the ability to handle sensitive and confidential information with discretion, honesty, and sound judgment.

The annual salary for this position is $82,924. Appointments in New York City receive an additional $4,150 location pay.

As an employee of the OAG, you will join a team of dedicated individuals who work to serve the people of our State through a wide variety of occupations. We offer a comprehensive New York State benefits package, including paid leave, health, dental, vision and retirement benefits, and family-friendly policies. Additionally, the OAG offers a robust Workplace Flexibilities Program with multiple options for employees, including telecommuting (up to two days per week) and alternative work schedules.

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 must be submitted online. To apply, please click on this link: **INV_OCI_NYC_220_122426.**

To ensure consideration, applications must be received by close of business on December 24, 2026

Applicants must be prepared to submit a complete application consisting of the following:

- **Cover Letter** - Include the Reference number: INV_OCI_NYC_220_122426
- **Resume**
- **List of three (3) references** - Only submit professional references, supervisory references are preferred.

If you have questions regarding a position with the OAG, the application process, or need assistance with submitting your application, please email Investigator.Jobs@ag.ny.gov or call 518-776-2500.

For more information about OAG, please visit our website: ag.ny.gov