

# EMPLOYMENT ANNOUNCEMENT



<b>TITLE:</b>	OFFICE ASSISTANT 1
<b>STATUS:</b>	PERMANENT
<b>BUREAU:</b>	ADMINISTRATIVE SERVICES
<b>LOCATION:</b>	ALBANY
<b>SALARY:</b>	CSEA SG-6 (Starting Salary <b>\$34,152</b> , job rate \$42,251)

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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.

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## **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 this time, agencies may recruit and hire employees by making temporary appointments. In May 2024, if a temporary NY HELPS employee is satisfactorily performing in the position, the appointment will be changed from temporary pending Civil Service Commission Action to permanent non-competitive and the official probationary period will begin.

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:**

- **Office Assistant 1:** There are no minimum education or experience requirements for this title.

**Current NYS Employee:** One year or more of permanent or contingent-permanent status as an Office Assistant 1 (any parenthesis), OR eligible for transfer via Section 70.1 of the Civil Service Law.

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## **DUTIES**

- Bureau receptionist, including answering the main line, transferring calls to the appropriate staff, and taking complete messages to ensure proper follow-up. Read and respond to ADMINOP e-mails.
- Provide general administrative support to the Bureau Chief, Deputy Bureau Chief, and Analysts, including preparing memos, scheduling appointments, maintaining the calendar, record keeping, updating office contact list, data entry, filing and any additional tasks needed.

- Records Management support, including processing daily requests for file charge outs and returns, answering emails and phone calls regarding file charge outs and returns, and producing and sending an end of day report by email to the vendor.
- Scan and send purchase requests and procurement transaction logs to the OAG budget office for processing.
- Verify that the charges on the FedEx bill for the Albany mailroom were for packages sent out by the mailroom or staff in Albany Bureaus using overnight air bills and once verified provide approval for payment.
- Perform the clerical aspects of the maintenance renewal program for OAG equipment.
- Update and send monthly building access forms to all building managers for vendors.
- Administrator of statewide key inventory: Submit the appropriate form requesting keys, receive and forward the keys to the proper party, etc. Update database for keys and locks.
- Provide coverage in Mail Room when needed.
- Must possess a valid driver's license.
- Perform other duties as assigned.

## **HOURS**

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

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## **HOW TO APPLY**

To apply, please submit a cover letter that **includes a statement describing how you meet the minimum qualifications** and a resume to [hr.recruitment@ag.ny.gov](mailto:hr.recruitment@ag.ny.gov). Please be sure to include the Vacancy ID # and job title in the subject of your email.

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

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**POSTED MARCH 12, 2024**