

**EMPLOYMENT ANNOUNCEMENT**

**TITLE:** LEGAL ASSISTANT 1 (NY HELPS)  
**STATUS:** PERMANENT or CONTINGENT PERMANENT  
**BUREAU:** (VARIOUS)  
**LOCATION:** NEW YORK CITY  
**SALARY:** CSEA SG 14 (Starting Salary: **\$54,860\***, Job Rate: \$66,634)

There are several openings located in **New York City**. \*The base salary will include an additional **\$3,400** per year in downstate adjustment location pay.

**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 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:**

- Candidates must have a minimum of two years of full-time experience as a Paralegal/Legal Assistant (see "definition" below); **OR**
- An associate degree (or higher) in in a *paralegal/legal assistant/legal studies program* or a certificate in a *paralegal/legal assistant program* where the degree was granted from a regionally accredited college or university or one approved by the American Bar Association (ABA). **OR**
- An associate degree (or higher) in *any field* where the degree was granted from a regionally accredited college or university or one approved by the American Bar Association (ABA) or graduation from an accredited (ABA approved) law school with a degree required for NYS Bar admittance **AND** one year of experience as a Paralegal/Legal Assistant (see "definition" below).

**Definition:** *A Paralegal/Legal Assistant is someone who applies knowledge of the law and legal procedures in rendering direct assistance to lawyers, clients, and courts; prepares and interprets legal documents and forms; researches, compiles, and uses information from legal materials to provide both written and verbal comments on their findings; and analyzes and handles routine procedural problems independently with minimal attorney oversight. Non-qualifying experience includes receptionist, records clerk, bookkeeper, and office manager.*

**CURRENT NYS EMPLOYEE:** Reachable on the Department of Civil Service eligible list for Legal Assistant 1 or permanent or contingent-permanent status as a Legal Assistant 1 or eligible to transfer.

---

## **DUTIES**

In close association with an attorney or attorneys, Legal Assistants perform a variety of paralegal activities that require formal education and experience. Incumbents compile and organize files and documentation; prepare and assist in the preparation of legal documents and forms; catalog information; update databases or spreadsheets; and prepare correspondence and subpoenas.

**When in a litigation or administrative hearing setting**, a Legal Assistant 1 performs pre-trial or pre-hearing related activities.

- Schedules witnesses and collects information relevant to the case.
- Reviews case-related materials for lines of questioning.
- Assembles exhibits and briefs.
- May assist at trials or hearings by managing the exhibits and suggesting relevant questions for the attorney to raise.
- Prepares and files with the courts all associated court papers as directed or authorized by the attorney.
- May perform service of process or arrange for service of process through an outside vendor.
- Calculates monies owed to the State, determines responsible parties, and locates and notifies them of the amount.
- Reviews administrative procedures and makes initial determinations regarding information releasable under the Freedom of Information Act.
- Negotiates and proposes preliminary settlements of fines as directed or authorized by the attorney.
- Completes routine investigative work for attorney review.
- Gathers complete information from a variety of sources.
- Provides a preliminary analysis of information to attorneys.
- Reviews draft legislative proposals for compliance with bill drafting requirements.

Manages the flow of case-related materials.

- Uses Shepard's Citations or other reference sources to check the cases cited to ensure that the case law is still relevant.
- May maintain or oversee tracking systems, calendars, and reporting systems.
- May open and close files or cases or oversee the process of opening or closing files and cases.
- Performs activities related to docketing, the placement of court-related activities on the court calendar, and on the attorney's calendar.

May draft legal responses to the courts or other interested parties as directed or authorized by the attorney.

- May prepare portions of briefs, affidavits, affirmations, and other motion-related papers.
- Answers routine questions from the public.
- Prepares findings of decisions and findings of fact.
- Prepares opinions on routine matters.
- Prepares reports.

**When located outside of a litigation or an administrative hearing setting**, a Legal Assistant 1 performs preliminary background work for routine cases or for administrative review processes.

May answer routine complaints received from the public, either orally or in writing, and provides routine information regarding processes or procedures to the public.

**Specific duties and scheduling options will be discussed at interview.**

## **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.

---

## **HOW TO APPLY**

**Applications must be submitted online.** To apply, please click on the following link: [LA\\_1\\_NYC\\_157940](#)

In your submission, please provide a cover letter that includes a statement describing how you meet the minimum qualifications, resume, and a copy of your degree or certificate if relied upon to show that you meet the minimum qualifications.

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

---

