



## Executive Division

### Administrative Assistant - New York City

Reference No. EXEC\_AA\_NYC\_6356

### Application Deadline is February 14, 2025

The [Executive Division](#) in the Office of the New York State Attorney General is seeking a talented and motivated professional to serve as an Administrative Assistant in the New York City office. The Administrative Assistant will contribute to the day-to-day operations of the Executive Division by efficiently supporting members of the senior leadership team and other staff in the division. The ideal candidate is someone who readily assimilates new information; exercises discretion and discernment; has strong communication skills; is open to feedback; effectively manages a variety of assignments and deadlines; and thrives in a dynamic work environment.

#### Duties:

Working cooperatively and collaboratively to support Executive Division staff with a range of administrative tasks and projects including independently performing the following:

- Directing and responding to incoming calls, emails, mail, and visitors.
- Scheduling and coordinating logistics for internal and external meetings.
- Assisting with travel arrangements, including booking reservations and processing expense reports.
- Preparing correspondence and other written documents, including briefings, reports, meeting agendas, and minutes.
- Completing data entry assignments, compiling reports, maintaining files for paper and electronic records, and printing, scanning, and photocopying documents.
- Assisting with vendor and expert communications and ensuring the timely and accurate processing and payment of any related invoices.
- Providing legal support to attorneys in Executive by entering or searching for information in OAG's case management system, preparing legal documents, compiling discovery material for production, and completing non-legal research assignments.
- Assisting with special projects and other administrative duties as needed.

#### Qualifications:

- Relevant work experience as either an office manager or administrative assistant demonstrating the ability to handle a range of administrative and clerical duties/responsibilities;
- Comfort and proficiency using technology to complete work assignments, including using Outlook, Word, and Excel, as well as learning new computer applications as needed;
- Strong verbal and written communication, organization, and analytical skills;
- Proactive with the ability to self-troubleshoot and self-manage multiple deadlines and competing priorities;
- Customer-focused with the proven ability to work independently and collaboratively in a team setting;
- Sound judgement with experience handling sensitive and confidential information and documents; and
- Previous work experience in a law office and knowledge of legal document preparation and court filings are desirable.

**The annual salary for this position is \$60,411 + \$3,400 in location pay.** As an employee of 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, 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 the following link: [EXEC AA NYC 6356](#)

**To ensure consideration, applications must be received by close of business on February 14, 2025.**

- **Cover Letter**
  - You may address your letter to the Legal Recruitment Unit.
  - Indicate why you are interested in this position and what makes you a strong candidate. You may wish to include information about what life experiences you will bring to the position that will enhance OAG's ability to better serve the diverse population of this state.
- **Resume**
- **Writing Sample**
  - Your sample should demonstrate your ability to analyze and organize information into an effective document that is well-organized and error-free.
  - If needed, please include a cover page to provide the reviewer with any relevant context or background information.
- **List of three (3) references**
  - Only submit professional references, supervisory references are preferred.
  - For each reference, indicate the nature and duration of your relationship.
  - Include contact information and email addresses for each reference.
  - Please note that your references will not be contacted until after you interview for the position.

If you have questions regarding a position with OAG, the application process, or need assistance with submitting your application, please contact Legal Recruitment via email at [recruitment@ag.ny.gov](mailto:recruitment@ag.ny.gov) or phone at 212-416-8080.

For more information about OAG, please visit our website: [www.ag.ny.gov](http://www.ag.ny.gov)